

AGENDA
BOARD OF CITY COMMISSIONERS
October 16, 2017 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

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

1. Consider approval of Consent Agenda:
 - a. Minutes for October 2, 2017 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for September 2017
 - Project Payment Report for September 2017
 - Planning Commission Minutes from September 6, 2017
 - Shawnee Downtown Revitalization Project Amendment Review Committee Minutes from September 26, 2017
 - Shawnee Beautification Committee Minutes from March 9, 2017 and August 17, 2017
 - c. Acknowledge receipt of Pioneer Library System Audit for Year Ended June 30, 2017.
 - d. Acknowledge City of Shawnee Holiday Schedule for 2018.
 - e. Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2018.
 - f. Budget Amendment – Fund 190 CDBG (Community Development Block Grant) Entitlement Grant Fund
To allocate federal funds that were not spent last fiscal year
 - g. Mayor's Appointments
Shawnee Hospital Authority

Michelle Briggs	6 Year Term	Expires 9/30/2023
<i>Reappointment</i>		

Mike Adcock	6 Year Term	Expires 9/30/2023
<i>Reappointment</i>		

Planning Commission

Cody Deem 1st Partial Term Expires 6/1/2020
Replaces Susie Clinard - Resigned

Daniel Matthews 1st Partial Term Expires 6/1/2018
Replaces Michael Affentranger - Resigned

2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Presentation by City Manager to Employee of the Month, Ross Kinnamon, Utility Billing.
4. Public hearing and consideration of an ordinance to rezone property located at 4400 North Kickapoo Street from C-1; Neighborhood Commercial District to C-3; Highway Commercial District with Conditional Use Permit. Case No. P11-17. Applicant: Dennis Morris
5. Public hearing and consideration of an ordinance to rezone property located at 39110 West MacArthur Street from RE; Residential Estates District to C-3; Highway Commercial District. Case No. P12-17. Applicant: Nelmon Brauning
6. Public hearing and consideration of an ordinance to rezone property located at 4830 North Harrison Avenue from A-1; Rural Agricultural District, C-3; Highway Commercial District, and R-3; Multi-Family Residential District to PUD; Planned Unit Development. Case No. P13-17. Applicant: Landes Engineering
7. Consideration of approval of a Preliminary Plat for Workman's Plaza located at 4830 North Harrison Street. Case No. S05-17. Applicant: Landes Engineering
8. Public hearing and consideration of an ordinance closing the alley between West Hayes Street and West Farrall Street and between South Tennessee Avenue and South Pottenger Avenue (Block 21, Inglewood 2nd Addition). Applicant: Ronnie Pelate
9. Acknowledge Sales Tax Report received October 2017.
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.a.**

Meeting Date: 10/16/2017

CC Minutes 10/02/2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes for October 2, 2017 regular meeting.

AttachmentsCC Minutes 10/02/2017

BOARD OF CITY COMMISSIONERS PROCEEDINGS
OCTOBER 2, 2017 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, October 2, 2017 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

Absent
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: Lesa Shaw

INVOCATION

The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes for September 18, 2017 regular meeting.
- b. Lake Lease Renewals/Transfers:

TRANSFERS:

Lot 13 Eckel Road, 15101 Eckel Road
From: George and Carrie Heckert
To: Elliot Shuler and Greta Madson

Lot 14 Magnino Road, 17312 Magnino Road
From: Dylan Sigman
To: Dylan Sigman and Charles Moore

Lot 12 Damron Tract, 15512 Hwy 102 Road
From: Jerry Knox and Monty Garner
To: Monty Garner and Barbara Garner

Lot 13 Damron Tract, 15600 Hwy 102 Road
From: Jerry Knox to Monty Garner
To: Monty Garner and Barbara Garner

- c. Approve renewal of Agreement for FY2017-2018 with REACT Ambulance Authority for dispatch services.

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

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

<u>AGENDA ITEM NO. 2:</u>	Citizens Participation (A three-minute limit per person) (A twelve-minute limit per topic)
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Holly Gordon announced that 112 and Half Art Studio will partner with St. Anthony Shawnee for the Breast Cancer Warrior art show. All proceeds from the art studio during the month of October will be donated to the “Look Good, Feel Better” health campaign.

Kate Joyce announced that the Shawnee Senior Center will host a “Move to Motown” dance on Saturday, October 14, 2017.

<u>AGENDA ITEM NO. 3:</u>	Mayor’s Proclamation: “Fire Prevention Week” October 8-14, 2017
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Fire Chief Dru Tischer accepted the Mayor’s Proclamation for “Fire Prevention Week” presented by Mayor Finley.

AGENDA ITEM NO. 4:

Consider a resolution of appreciation to Clarice Brock for over 35 years of service to the City of Shawnee and presentation to Clarice Brock.

Clarice Brock was present to accept the resolution of appreciation presented by Mayor Finley.

Resolution No. 6550 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO CLARICE BROCK FOR OVER 35 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO CLARICE BROCK.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve a resolution of appreciation to Clarice Brock for over 35 years of service to the City of Shawnee. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 5:

Consider a resolution of appreciation to Jim VanAntwerp for over 26 years of service to the City of Shawnee and presentation to Jim VanAntwerp.

Jim VanAntwerp was present to accept the resolution of appreciation presented by Mayor Finley.

Resolution No. 6551 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO JIM VANANTWERP FOR OVER 26 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO JIM VANANTWERP.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve a resolution of appreciation to Jim VanAntwerp for over 26 years of service to the City of Shawnee. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 6:

Administrative Reports

- a. Shawnee Fire Clown & Life Safety Education Program and Smoke Detector Installation Campaign – Dru Tischer, Fire Chief

Chief Tischer spoke about the recent retirements of Jim VanAntwerp and Clarice Brock, noting that the department has big shoes to fill in their absences.

Chief Tischer announced Fire Prevention Week starts Sunday, October 8th. The Shawnee Fire Clowns have started their Life and Safety Education Program this week at area elementary schools and will have a public performance at the Shawnee Middle School Thursday, October 5th at 7:00 p.m. He stated this is the 25th year for the volunteer Fire Clown Program, which was started by former Fire Chief James Roberts.

Also for Fire Prevention Week, a Smoke Detector Installation Campaign will be held on Saturday, October 28th. Crews will go door to door to install new smoke detectors for residents at no cost. Last year, over 400 smoke detectors were installed during this campaign. Anyone needing a smoke detector can call the Fire Department at 405-878-1671 to have one installed.

AGENDA ITEM NO. 7:

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. 8:

Commissioners Comments

Commissioner Gillham said he was happy to have a short City Commission meeting tonight.

Vice Mayor Harrod stated he was pleased with the outcome of negotiations regarding the Fire Station No. 2 remodel change order.

Vice Mayor Harrod said he was happy to see Utility Director Steve Nelms back at work.

Vice Mayor Harrod spoke of the tragic shooting in Las Vegas and cautioned people to be aware of their surroundings and circumstances when in public venues.

Mayor Finley noted that Blue Zones Project would soon be establishing a city tobacco policy. He asked citizens to consider what they would like that policy to be.

AGENDA ITEM NO. 9: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:50 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

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

Meeting Date: 10/16/2017

Acknowledge Rpts & Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for September 2017
- Project Payment Report for September 2017
- Planning Commission Minutes from September 6, 2017
- Shawnee Downtown Revitalization Project Amendment Review Committee Minutes from September 26, 2017
- Shawnee Beautification Committee Minutes from March 9, 2017 and August 17, 2017

Attachments

License Pymt Rpt 09-2017

Project Pymt Rpt 09-2017

Planning Minutes 09-06-2017

TIF Minutes 09-26-2017

Beaut Minutes 03-09-2017

Beaut Minutes 08-17-2017

10/05/2017 10:48 AM
LICENSES: THRU ZZZZZZZZZZ

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

PAGE:
PAYMENT DATES: 9/01/2017 TO 9/30/2017

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION	FEE	=====	PENALTY	PAYMENT DISTRIBUTION	=====	TOTAL PAI
					TAX	INTEREST	
ALARM	BURGLAR/FIRE ALARM LICENSE	3	75.00CR				75.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	24	360.00CR				360.00
AUCD	AUCTION LICENSE FEE ONE DAY	1	10.00CR				10.00
BEER1	BEER CONSUMPTION ON PREMISE	2	40.00CR				40.00
BEER2	BEER PACKAGE FEE	2	20.00CR				20.00
BOATREG	BOAT REGULAR PERMIT	10	260.00CR				260.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	4	400.00CR				400.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	9	675.00CR				675.00
FISHANNUAL	FISHING ANNUAL FEE	6	90.00CR				90.00
HUNT1	DOVES/QUAIL/SQUIIREL/RABBIT	1	8.00CR				8.00
HUNT2	MIGRATORY FOWL	1	8.00CR				8.00
IMERC	ITINERANT MERCHANT FEE	1	50.00CR				50.00
LAKEINSP	LAKE LEASE INSPECTION	1	75.00CR				75.00
LAKELEASE	LAKE LEASE	28	15,492.95CR				15,492.95
LAKEXFER	LAKE LEASE TRANFER FEE	2	1,000.00CR				1,000.00
MECH1	MECHANICAL CONTRACTOR INTIAL	7	700.00CR				700.00
MECH2	MECHANICAL CONTRACTOR RENEW	4	300.00CR				300.00
PLUM1	PLUMBING CONTRACTOR INITIAL	5	500.00CR				500.00
PLUM2	PLUMBING CONTRACTOR RENEW	4	300.00CR				300.00
REFUND	REFUND	2	1,030.05CR				1,030.05
RESAL	RESIDENTIAL SALE	88	890.00CR				890.00
SIGN	SIGN HANGERS LICENSE FEE	1	75.00CR				75.00
TOTAL			22,359.00CR				22,359.00

10/04/2017 2:54 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE: 3
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 9/01/2017 TO 9/30/2017
SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	1,796.73CR
B3-REMODEL	BUILDING CONSTRUCTION REM	4,115.98CR
B4-CARPORT	BUILDING CARPORT	29.50CR
B4-STORAGE	BUILDING STORAGE SHED	441.50CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	808.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,710.50CR
P2-ADD	PLUMBING ADDITION	354.50CR
P3-REMODEL	PLUMBING REMODEL	1,353.50CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	50.00CR
X-DEMO	DEMOLITION PERMIT	100.00CR
X-MOVING	MOVING PERMIT	50.00CR
X-PLATREV	PLAT REVIEW PRELIM	231.00CR
X-SIGN	SIGN PERMIT	400.00CR
Z-OCCUP	OCCUPANCY PERMIT	100.00CR
Z-REZONING	REZONING REQUEST	550.00CR
TOTAL		12,091.71CR

10/04/2017 2:54 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: 5
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 9/01/2017 TO 9/30/2017
SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	268.00CR
001-4202	BUILDING PERMITS	5,809.21CR
001-4203	PLUMBING PERMITS	1,450.00CR
001-4204	ELECTRICAL PERMITS	750.00CR
001-4205	ZONING PERMITS & APPLICATIONS	781.00CR
001-4206	HEATING & A/C PERMITS	1,625.00CR
001-4249	OTHER PERMITS	650.00CR
001-4822	OTHER MISC. REVENUE	33.50CR
101-4249	OTHER PERMITS	75.00CR
501-4510	WATER TAPS	650.00CR
799-1023	BANCFIRST GENERAL	12,091.71

PLANNING COMMISSION MINUTES

DATE: SEPTEMBER 6TH, 2017

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, September 6th, 2017 at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1:

Roll Call

Upon roll call the following members were present:

Present: Walker, Cowen, Kienzle, Rowell

Absent: Bergsten

Meeting was called to Order.

AGENDA ITEM NO. 2:

Consideration of Approval of the minutes from the August 2nd, 2017 Planning Commission Meeting

Vice-Chairman Cowen asked for a motion. Commissioner Walker made a motion to approve, seconded by Commissioner Kienzle.

Motion passed:

AYE: Walker, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 3:

Citizen's Participation

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

AGENDA ITEM NO. 4:

Case #P10-17 – A public hearing for consideration of approval of a Conditional Use Permit to allow for a bed and breakfast for property located at 16712 Magnino Road, Shawnee, OK

Applicant: Lora Davis

Vice-Chairman Cowen asked for the staff report. Justin Debruin presented the staff report. Mr. Debruin informed the Commissioners that request for a bed and breakfast was on an existing lake lot lease with the City. Mr. Debruin explained that for the leases there are specific overlay zoning categories that regulate a conditional use permit to operate a bed and breakfast. Along with the decent size of the lots, the comprehensive plan allows for light commercial and staff finds no issue with request. Mr. Debruin explained it would fall under the home occupation standards and no major signage. Mr. Debruin discussed the letter from the property owner stating the home is a two bedroom, with private bathrooms and roughly 1800 square feet. No protest letters were received and Staff recommends approval. Mr. Debruin informed the Board he would be happy to answer any questions. Vice-Chairman Cowen asked if there would be any additional costs incurred by the City for any inspections. Mr. Debruin stated there were none but State might possibly have some.

Commissioner Rowell asked if the conditional use permit was permanent and if it could be revoked. Mr. Debruin agreed and stated they could apply conditions but does not find it necessary in this case. Vice-Chairman Cowen opened the public portion of the meeting and asked if anyone for or against the item would like to come forward. Lora Davis mentioned there was another bed and breakfast on the lake and would answer any questions. Vice-Chairman Cowen asked to entertain a motion. Commissioner Kienzle made a motion to approve, seconded by Commissioner Walker.

Motion passed:

AYE: Walker, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 5:

Discussion and possible action to appoint one member of the Planning Commission to the City's Tax Increment Financing District Review Committee in accordance with the Local Development Act

Justin Debruin handed out a form that detailed how the City hired a consultant for the Tax Increment Finance District downtown and they were gathering a review committee for two meetings to be scheduled between now and December, possibly the weeks of September 18 and October 2. Mr. Debruin stated he would like to get an appointment and asked for any questions. Commissioner Kienzle asked if Staff knew a time for these meetings. Mr. Debruin informed they did not know yet and gave background regarding TIFF district. Commissioner Walker volunteered to be appointed. Vice-Chairman Cowen asked for a motion. Commissioner Kienzle made a motion to approve, seconded by Commissioner Rowell.

Motion passed:

AYE: Walker, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 6:

Planning Director's Report

Justin Debruin gave a few updates regarding new construction. Shawnee Marketplace Phase One has been closed out. The City is partnering with the Commissioners of the Land Office for potential development of three hundred acres west of the Marketplace. Domino Plaza is being framed with potential opening this year. Lifechurch walls are going up. Fire Station #2 rebuild has started. Mr. Debruin informed the Board that the City approved \$50,000 for the Comprehensive Plan update. Commissioner Kienzle asked if there were any items that Mr. Debruin would like to elevate to consultant. Mr. Debruin agreed and mentioned some things may be obsolete but wanted to add the changes within the past ten or twelve years and increase the citizen participation. Commissioner Kienzle asked if landscape requirements were addressed. Mr. Debruin mentioned landscaping standards being included with the current zoning code but possibly not with the comprehensive plan. Mr. Debruin discussed the Oklahoma APA conference coming up in Claremore and the AARP conference in Dallas, Texas. Mr. Debruin also mentioned there were four applications turned in for the Planning Commission vacant seats.

AGENDA ITEM NO. 7:

Commissioners Comments and/or New Business

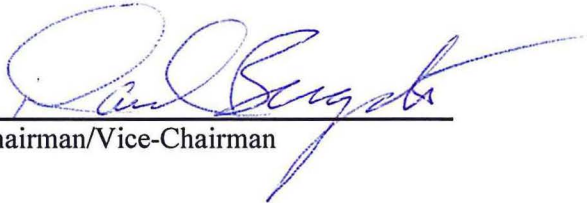
Commissioner Kienzle asked if there was any additional discussion regarding 1% for arts ordinance. Mr. Debruin didn't believe there had been any recently. Vice-Chairman Cowen discussed the public art from

other towns and cities. Commissioner Kienzle mentioned adding the 1% into the tax increment when established. There was general discussion regarding the arts funding and upkeep.

AGENDA ITEM NO. 8:

Adjournment

Meeting was adjourned.


Chairman/Vice-Chairman

Cheyenne Pettigrew
Planning Commission Secretary

Shawnee Downtown Revitalization Project Amendment Review Committee

Meeting Minutes from Tuesday, September 26, 2017

AGENDA ITEM 1: Call to Order

Chairperson Richard Finley called the meeting to order at 2:20 PM.

AGENDA ITEM 2: Introduction of Members and Roll Call

Roll call and declaration of quorum.

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

ABSENT: None

AGENDA ITEM 3: Submission of Chairperson's list of seven names for At-Large Members

Chairperson Finley submitted the following seven names:

Casey Bell
Ken Landry
Ed Bolt
Angie Anson
Tim Burg
Chris Harden
Ron Henderson

AGENDA ITEM 4: Consideration and appropriate action to select three At-Large Members to the Shawnee Downtown Revitalization Project Amendment Review Committee (at least one of whom is a representative of the business community in the City) selected by the other Review Committee members from a list of seven names submitted by the Chairperson.

Motion made by Marty Lewis to appoint Casey Bell, Tim Burg, and Chris Harden as the at-large Committee Members and seconded by Melissa Dennis. Motion carried 7-0.

AGENDA ITEM 5: Future Meeting Schedule

The Review Committee had general discussion and there was a consensus to hold future meetings on October 9 at 2:00 PM and October 24 at 11:00 AM.

AGENDA ITEM 6: Other Business

There was no new business.

AGENDA ITEM 7: Adjournment

There being no further business to be considered, the meeting was adjourned by the power of the Chair at 2:35 PM.



Phyllis Loftis

Phyllis Loftis, City Clerk

Richard Finley

Richard Finley, Chairperson



Office of the Director of Operations

Minutes

Shawnee Beautification Committee

MARCH 09, 2017

The Shawnee Beautification Committee met at the Shawnee Community Center

The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

		Present	Absent
Member	Debi Renegar	<u> X </u>	<u> </u>
Member	Joe Harbeson	<u> X </u>	<u> </u>
City Staff	Whisper Peace	<u> X </u>	<u> </u>
City Staff	James Bryce	<u> X </u>	<u> </u>
City Staff	Geoff Garner	<u> </u>	<u> X </u>

AGENDA NO 2 **Roll Call and Declaration of a Quorum.** Roll was called and a quorum was declared.

AGENDA NO 3 **Approved Minutes for JANURARY 2016.** The minutes for OCTOBER 13, 2016 were approved with a motion made by Debi Renegar and 2nd by Joe Harbeson. The motion carried unanimously.

AGENDA NO 4 **Acknowledgement of no meeting in February due to lack of quorum.**

- AGENDA NO 5 Discussion on Trash off. (James Bryce)** James mentioned that Trash off is set for April 22, 2017 from 10:00am to 2:00pm at Kidspace Park.
- AGENDA NO 6 Discussion on free tree giveaway. (James Bryce)** James Bryce mentioned the free tree giveaway would take place in the fall and he would follow up with more information at that time.
- AGENDA NO 7 Update on combining the Shawnee Beautification Committee with the Chamber Beautification Committee. (James Bryce)** James informed the group that the combining of the two committees will be discussed at the April 17th Commission Meeting and he would give update at the May Beautification meeting.
- AGENDA NO 8 Old Business.**
- AGENDA NO 9 New Business.**
- AGENDA NO 10 Comments.**
- AGENDA NO 11 Adjournment.**

Date 8-17-17

Chairman 

Minutes
Shawnee Beautification Committee
AUGUST 17, 2017
The Shawnee Beautification Committee met at the Chamber of Commerce Board Room
The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

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

Roll Call and Declaration of a Quorum.

AGENDA NO 1 **Approved Minutes for MARCH 2017.** The minutes for MARCH 09, 2017 were approved with a motion made by Joe Harbeson and 2nd by Debi Renegar. The motion carried unanimously.

AGENDA NO 2 **Acknowledgement of no meeting in April, May June and July.**

AGENDA NO 3 **Adjournment.** The old Beautification meeting was adjourned at 4:04pm.

AGENDA NO 4 **Call to order New Beautification Committee and declare a Quorum.** Roll was called and a new Quorum was declared for the New Beautification Committee at 4:06pm.

AGENDA NO 5 **Discussion on KOB Affiliate Membership.** The City's new affiliate membership has been paid.

AGENDA NO 6

Discussion and Consideration on funding the Library Horse Landscaping Project. Funding was discussed for the Library Horse Project. The City of Shawnee will requisition for the plants that will be purchased. It was discussed to use Chamber Beautification money for the purchase but the decision was made to try to move those funds to the Community Foundation.

AGENDA NO 7

Discussion of the "Gardening with the Experts" brought over from the old Chamber Beautification and Enhancement Committee. The group discussed the details for this years "Gardening with the Experts" event. Tom Terry passed out a list of information about progress that has been made in the previous years and the group also discussed possible speakers for this year. Tom Terry and James Bryce will contact the potential speakers and give update at the next meeting. The potential date is set for January 27th at Gordon Cooper Vo-Tech.

AGENDA NO 8

New Business. No new business.

AGENDA NO 9

Miscellaneous Updates. The City website is being redesigned and should be completed by December.

James will give update about the Fall Tree Give-a-way at the next Meeting.

The Native Plant Park needs holes filled in with dirt.

Jim VanAntwerp will repair the fence at the Japanese Rock Garden.

Sprinkler needs repaired at Harrison and I-40.

Master Gardeners and Expo staff replaced flower beds inside the rodeo arena.

New signage is going up in parks and major entryways coming into Shawnee.

Discussion on creating a Mission Statement for committee.

The City of Shawnee is creating a Recreation Department along with software for reservations of parks and buildings.

Discussed replacement of parking lot at Japanese Peace Garden.

AGENDA NO10

Adjournment.

Date 9-21-2017

Chairman J. Bruce

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

Meeting Date: 10/16/2017

Pioneer Library Audit

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge receipt of Pioneer Library System Audit for Year Ended June 30, 2017.

AttachmentsPioneer Library Audit



Financial Statements

For the Year Ended June 30, 2017

PIONEER LIBRARY SYSTEM

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June 30, 2017

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Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	36



Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24th AVE. S.W.
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771
1-800-360-5535

RODNEY GRAY, CPA, CVA
JANICE L. GRAY, CPA, CVA
TED BLODGETT, CPA, CVA
C. JANESE SHEPARD, CPA
ROSS H. ROYE, CPA

ANN M. ALBERTSON, CPA, CVA
CYNTHIA K. BYARS, CPA
JONATHAN M. KERN, CPA
BREE MONTOYA, CPA
RHONDA E. RAY, CPA
CHRISTINE J. STEPHENS, CPA
BRIAN C. WILKINS, CPA
JASON D. WINTERS, CPA

INDEPENDENT AUDITORS' REPORT

September 26, 2017

To the Board of Trustees of
Pioneer Library System
Norman, Oklahoma

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund and the fiduciary fund type of Pioneer Library System, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements of Pioneer Library System Foundation were not audited in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, each major fund, as well as the fiduciary fund type of the Library, as of June 30, 2017, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.



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OKLAHOMA SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

To the Board of Trustees of
Pioneer Library System
September 26, 2017

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5–12, the budgetary comparison information on page 33, and the net pension liability and contribution information on pages 34-35 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2017, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pioneer Library System's internal control over financial reporting and compliance.

GRAY, BLODGETT & COMPANY, PLLC

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**Pioneer Library System
Management's Discussion and Analysis (Unaudited)
for the fiscal year Ended June 30, 2017**

This discussion and analysis of the financial performance of Pioneer Library System provides an overall review of the System's financial condition and results of operations for the fiscal year ended June 30, 2017. Readers should read this information in conjunction with the System's financial statements.

Governmental Accounting Standards Board (GASB) statements 73, 74, 77, 80, 81, and 82 became effective as of June 30, 2017 however; these pronouncements do not affect the System's financial statements.

Financial Highlights

For fiscal year 2016-2017, the System's general fund reported an ending balance of \$7,759,885 versus \$6,541,385 for the fiscal year 2015-2016. Of the 2016-17 year end-total, \$226,262 is committed for outstanding encumbrances, and \$1,138,996 is assigned for service upgrades and improvements of library services at current and future libraries within the system. Although the remaining balance of \$6,394,627 is unassigned, the System administration, with the Board of Trustee's approval, will use some of these funds to complete upcoming library projects in several of its locations including in the City of Norman which plans to open two new libraries by 2019. The remainder of the money in these funds will be prudently used or committed to alleviate summer/fall cash flow problems and other emergencies that might arise.

The System's operating revenue increased by 5.6% this year. This increase allowed the Library System to set aside funds for future projects including the opening of two new libraries in Norman by 2019. The System purchased an additional movie box at a cost of \$45,100, eleven self-check machines at a cost of approximately \$100,000, and three auto unloaders and three tote lifters for a cost of approximately \$54,000. The first item provides customers access to additional materials, the self-check machines provide customers with a faster way to check out their materials, and the auto unloaders and lifters reduce the repetitive tasks that staff currently perform which decrease the chance of workers compensations issues.

The Pioneer Library System Foundation completed its seventh year of operation as of June 30, 2017. The Foundation was organized for the purpose of supporting, promoting and improving the programs, collections, and services of the Pioneer Library System. The Foundation established its own endowment with the Communities Foundation of Oklahoma this year. In addition, the Foundation provided financial support for many of the System's programs including the 2017 Big Read and the System-Wide summer programming. The Foundation has been included as a component unit of the Library System and the Foundation has issued its own financial statements, available from the Library Foundation administrative office.

Grant highlights for fiscal year 2016-2017 included the following: All of the grants the System receive now reside in the Pioneer Library System Foundation.

The general fund balance increased by \$1,218,500 from fiscal year 2016 due to the increase in collection of revenue and the decrease in spending in expense categories including materials, professional services, continuing education, equipment, vehicles, and programming.

Overview of the Financial Statement

The Pioneer Library System's basic financial statements consist of fund financial statements, notes to financial statements, and required supplementary information.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the System's finances, in a manner similar to a private-sector business.

The statement of net position represents information on all of the System's assets, liabilities, deferred inflows, and deferred outflows, with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the System is improving or deteriorating.

The statement of activities presents information showing how the System's net position changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g. uncollected taxes and earned but unused vacation leave).

The government-wide financial statements can be found on pages 13 and 14 of this report.

Fund Financial Statements

The Library System has two kinds of funds – Governmental Funds and Fiduciary Funds:

Governmental Funds encompass two types: General Fund and Other Governmental Funds:

General Fund represents unrestricted resources that are available for on-going general library operations. This is the Library System's primary operating fund.

Other Governmental Funds include Gift/Grant Funds.

Gifts/Grant Funds include funds provided by intergovernmental grants and other third parties' gifts and grants. All those funds are generally restricted as to use. Therefore, each fund accounts for its receipts and disbursements of the restricted functions.

Fiduciary Funds are reported in the fiduciary fund financial statements but are excluded from government-wide reporting. They include the Pioneer Library System Pension Plan. Fiduciary fund financial statements report resources that are not available to fund Library System general operations.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of the Library System's fund financial statements.

Supplemental Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information, such as comparative statement between budget and actual expenditures, and certain historical data concerning the defined benefit plan.

Financial Analysis of Library System's Funds

As financial information is accumulated on a continuous and consistent basis, financial statements and expenditure reports for governmental funds are presented to the Pioneer Library System Board of Trustees.

For fiscal year 2016-2017 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	\$ 17,205,612	\$ 123,407	\$ 17,329,019
Expenditures	\$ 15,987,112	\$ 110,652	\$ 16,097,764
Net Increase	\$ 1,218,500	\$ 12,755	\$ 1,231,255

For fiscal year 2015-2016 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	\$ 16,287,517	\$ 118,742	\$ 16,406,259
Expenditures	\$ 15,209,869	\$ 132,729	\$ 15,342,598
Net Decrease	\$ 1,077,648	\$ (13,987)	\$ 1,063,661

General Fund:

The Library System is primarily (or 96%) funded by Ad Valorem (property) tax. For the 2016-17 financial year the tax rates were; a 6.06 mill Ad Valorem (property) tax in Pottawatomie County, a 6.11 mill Ad Valorem (property) tax in McClain County and a 6.11 mill Ad Valorem (property) tax in Cleveland County. For fiscal year 2016-2017, the Counties' assessed property value had an increase of 6.2% versus 5.0% for 2015-16. Actual tax collections increased by 6.0% versus 5.0% for the prior year. The increase of 6.0% was due to the collection of more tax revenue. Fine and other charges for services revenue for 2016-17 decreased by \$611 from 2015-16. This decrease was caused by a decrease in fine revenue. State Aid decreased by \$8,960 over the prior year. This decrease was caused by a budget reduction for the Oklahoma Department of Libraries. Interest income increased by \$2,356 over the prior year. This increase is attributed to more funds being held in reserve because no reserve funds were needed to fund any projects this year.

The Expense category Personnel Services increased from 2016 to 2017 due to an increase in hospitalization expense, the 3.0% salary performance adjustment that was given to the staff who qualified for the adjustment, and an increase in retirement expenses due to the increased contribution to the defined benefit plan that the Board of Trustees recommended and approved to increase the funded status of the plan. The Expense category of Materials decreased as funds were set aside to fund the materials purchases in the future. The Technology and Automation category was lower because the virtual library fund line item was renamed to Strategy and Innovation and relocated to another budget category.

The System Services and General and Administrative expense categories were different in 2017 than in 2016 because of the following:

- The decrease in professional services is due to moving the costs of the consulting agreement with Orange Boy to another expenses category and no compensation survey will be done this year.
- The Continuing Education expenses decreased because a training site and a Learning Management System were not purchased this year.

- The decrease in equipment is due to the fact that less equipment was purchased this year than last year.
- Insurance increased due to the addition of insurance coverage and the increase in some rates.
- Postage costs increased due to an increase in postage rates.
- Telephone expenses increased due to the consolidation of all telephone expenses into one line item to more accurately reflect this expense.
- Vehicle costs decreased because no vehicles were purchased this year.
- System Signage was decreased to zero and the expenses moved to the Marketing and Communications budget.
- Marketing and Communications increased because the funds from system signage were added to this account.
- Reprographics increased because copiers were placed at several of the branches to replace public printers.
- Programming expense decreased because the cost of more programs was funded by the Pioneer Library System Foundation.
- Outreach expense category decreased this year when compared to last year.
- System facilities increased because some expenses were moved from another expense category this year.

Other Governmental Funds:

Gifts/Grants Funds – In fiscal year 2016-2017, Pioneer Library System received \$43,310 in gifts and grants.

Outright gifts to PLS totaled \$35,374, over 60% of which was provided by Friends groups throughout the library system (\$21,196). This past year, Pioneer Library System received \$1,950 in grants. The City of Purcell donated \$10,300 to fund programs at the Purcell Library. All of the grantors and donors have not only provided financial support but have also been active partners providing excellent library services to the community.

Fiduciary Funds:

The investments of the System Pension Plan increased due to the increase in the stock market. The Pioneer Library System Board of Trustees froze the defined benefit pension plan as of December 31, 2008 and instituted a defined contribution retirement plan. The provider of all system retirement plans is MassMutual.

The Library System as a Whole

	2016-2017	2015-2016
Assets		
Current and Other Assets	\$ 8,923,516	\$ 7,626,001
Capital Assets	\$ 8,909,371	\$ 9,448,991
Total Assets	\$ 17,832,887	\$ 17,074,992
Deferred Outflows of Resources		
Outflows Related to Net Pension Liability	\$ 842,472	\$ 1,105,232
Total Deferred Outflows of Resources	\$ 842,472	\$ 1,105,232
Liabilities		
Accounts Payable and Accrued Expenses	\$ 196,004	\$ 145,748
Other Liabilities	\$ 377,205	\$ 361,201
Net Pension Liability	\$ 677,264	\$ 1,176,257
Total Liabilities	\$ 1,250,473	\$ 1,683,206
Deferred Inflows of Resources		
Inflows Related to Net Pension Liability	\$ 499,379	\$ 592,375
Total Deferred Inflows of Resources	\$ 499,379	\$ 592,375
Net Position		
Net Investment in Capital Assets	\$ 8,909,371	\$ 9,448,991
Restricted Net Assets	\$ 590,422	\$ 577,667
Unrestricted Net Assets	\$ 7,425,714	\$ 5,877,985
Total Net Position	\$ 16,925,507	\$ 15,904,643
Change in Net Position		
Beginning Net Position	\$ 15,904,643	\$ 15,148,126
Revenues		
Property Taxes	\$ 16,601,057	\$ 15,672,760
Charges for Services	\$ 454,649	\$ 462,801
Operating Grants	\$ 43,310	\$ 97,562
Capital Grants	\$ 39,816	\$ 18,388
State Aid	\$ 132,431	\$ 141,391
Investment Earnings	\$ 17,475	\$ 13,357
Net Change In Beneficial Assets Held by Others	\$ 40,281	\$ -
Loss on Disposal	\$ (28,860)	\$ (21,058)
Total Revenues	\$ 17,300,159	\$ 16,385,201
Expenses		
Public Library Services	\$ 11,959,239	\$ 11,014,238
Administrative Services	\$ 2,190,589	\$ 2,294,025
Depreciation-Unallocated	\$ 2,129,467	\$ 2,320,421
Total Expenses	\$ 16,279,295	\$ 15,628,684
Increase in Net Position	\$ 1,020,864	\$ 756,517
Ending Net Position	\$ 16,925,507	\$ 15,904,643

General Fund Budgetary Highlights

The General Fund budget for fiscal year 2016-2017 was \$16,920,477. This was a 5.87% increase over the previous year. The highlights of the budget include:

- A 3.0% salary adjustment for all staff who qualified and were still employed on August 31, 2016.
- The Retirement budget was increased \$81,344 to cover the increase in the contribution to the defined benefit pension plan caused by the change in mortality tables made by the actuary in his benefit calculations.
- The Health Insurance budget was increased to cover an expected increase in costs for medical and dental insurance.
- The Workers Compensation budget was increased by \$5,000 to reflect actual costs.
- The Materials budget shows an increase of \$90,000 to purchase additional e-book's in order to support the strategic plan and to market to digitarians. In addition, materials processing costs and the prices of databases has increased.
- The Professional Services budget was decreased to reflect the moving of the costs of the Orange Boy contract to another line item and to reflect actual costs.
- The Attorney Fee budget was increased \$15,000 to cover the costs of licensing the PLS smart phone application.
- The Equipment budget was decreased by \$58,850 to reflect actual costs.
- The Equipment Repair budget was decreased by \$2,000 to reflect actual costs.
- The Postage budget was decreased by \$5,000 which reflects actual costs and the postage rate decrease.
- The Telephone line item was increased by \$15,000 to cover the costs of the telephone annual maintenance contract.
- The Vehicle budget was decreased by \$32,000 to reflect the fact that no vehicle will be purchased during this fiscal year.
- The Interest Expense budget was decreased to zero because no money will be borrowed during this fiscal year.
- The Technology budget was increased by \$106,819 which reflects additional equipment purchases and costs associated with maintaining equipment purchased.
- The Continuing Education budget was decreased \$12,631 to reflect the one-time installation charges for the Learning Management System purchased last year.
- The Strategy and Innovation budget replaced the Virtual Library budget and was increased \$36,000 to reflect the moving of the Orange Boy contract costs to this budget.
- The System Signage was decreased to zero and the expenses moved to the Market and Communications budget.
- The Marketing and Communications budget replaced the Public Information budget and was increased \$25,000 which reflects the move of the System Signage expenses to this budget.
- The System Facilities budget was decreased by \$30,000 to reflect actual costs.
- The Assigned Fund Balance reflects several items: Cleveland County, \$695,000; McClain County, \$173,996; Pottawatomie County, \$50,000; Library Projects, \$220,000. This line item decreased \$230,000 because the maker mobile was included in this amount last year.

Capital Asset and Long-Term Debt

The Library System's investment in capital assets, net of accumulated depreciation, as of June 30, 2017 was \$8,909,371 and on June 30, 2016 was \$9,448,991. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2017, 12% are furniture, equipment and vehicles; 50% are building and property; and the remaining 38% are books and materials. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2016 14% are furniture, equipment, and vehicles; 48 % are building and property; and the remaining 38% are books and materials.

The Library System has no long-term liabilities. The Board limits borrowing to short-term, usually in the fall in anticipation of ad valorem receipts beginning in December. The note is usually paid off in mid-January. In 2016-2017, the Library System borrowed no money and incurred no interest expense.

Economic Environment and Next Year's Budget

The Library System's primary revenue is Ad Valorem (property) tax. The annual growth in the Cleveland, McClain and Pottawatomie County's property value is the most important factor for the Library System's revenue outlook. For the most recent fiscal year the System collected 6.11, 6.11 and 6.06 mills of the assessed property value from the respective counties. The voters in all three counties approved a two mill increase in May of 2008. The millage increase was much needed, especially since there had been no increase in millage since the voters approved the 4 mill increase in 1990 for Cleveland County and in 1992 for the other two counties. The fractional part of the millage is due to the abolishment of the personal property tax in two of the counties. The system is now at the millage cap allowed by state law.

The presence of interstate traffic in all three counties has accounted for some of the continued growth as well as being in the middle of the State and near the State Capitol. The dramatic growth in facilities and related commercial services emanating from the University of Oklahoma has made a favorable climate around the Norman area. Moore has grown dramatically as more shopping centers along I-35 have been and continue to be developed. This growth continues in Norman as well with the implementation of a TIF district along I-35. The growth continued this year at a higher rate in McClain County and at a slower rate in Pottawatomie County and Cleveland County when compared to the previous year.

In general, the Library System still expects a continued growth in the tax revenue for the next year. The Cleveland County Assessor has certified a 4% growth, the Pottawatomie County Assessor has certified a 4.0% growth and the McClain County Assessor has certified a 9.0% growth.

For fiscal year 2017-2018, the Library Board approved a general fund budget of \$17,948,050 versus \$16,920,477 for 2016-17.

- A 3.0% salary adjustment for staff who received a successful or outstanding rating on their annual performance evaluation and are not in their training period.
- Health Insurance line item was increased \$29,195 to cover an expected increase in costs for the last two months of the fiscal year when we receive the new rates for Medical and Dental Insurance in April.
- Group Term Life Insurance line item was increased \$6,930 to cover an expected increase in cost due to the increase in salaries.
- Disability Insurance line item was decreased \$5,130 to reflect actual costs.
- Employee Assistance line item was decreased \$4,300 to reflect actual costs.
- Workers Compensation line item was increased \$2,500 to reflect actual costs.
- Materials line item was increased by \$100,000 to purchase additional e-book's in order to support our strategic plan and to market to digitalarians.
- Materials Norman East line item was added to reflect the materials purchased for the opening day collection for the Norman Public Library East which will open in the 4th quarter of fiscal year 2017-2018.
- Professional Services line item was decreased to \$60,000 to reflect the fact that there will be no salary survey conducted this year and to reflect actual costs.
- Attorney Fess line item was decreased \$15,000 to reflect the anticipate decrease in costs due to the retirement conversion issues being resolved.
- Equipment line item was decreased \$15,000 to reflect actual costs.
- Insurance line item was decreased \$11,000 which reflects a decrease in rates caused by a switch in insurance carriers.
- Membership line item was increased \$500 to reflect anticipated costs.
- Postage line item was increased \$5,000 to reflect the postage rate increase.
- Supplies line item was decreased \$10,000 to reflect actual costs.
- Telephone line item was increased \$23,000 to reflect actual costs.
- Mileage line item was decreased \$10,000 to reflect actual costs.
- Vehicles line item was increased \$57,000 to reflect the fact that two vehicles will be purchased during this fiscal year.

- Audit line item was decreased \$1,500 to reflect the decrease in the audit price caused by the fact that PLS is no longer required to file a 990 tax return.
- Miscellaneous line item was increased \$2,500 to reflect actual costs.
- Reprographics line item was increased \$5,000 to reflect the increase in costs caused by the replacement of public printers with copiers at several of the branch libraries.
- Sales Tax line item was increased \$1,400 to reflect actual costs.
- Data Processing line item was decreased \$6,000 to reflect actual costs.
- Fine Collection line item was decreased \$2,000 to reflect actual costs.
- Revaluation was decreased to \$1,000 to reflect actual costs.
- Board Development line item was added to more accurately reflect costs related to board development.
- Technology line item was increased \$181 to reflect actual costs.
- Technology Norman East line item was added to reflect the technology items purchased for the new Norman Public Library East which will open in the 4th quarter of fiscal year 2017-2018.
- Continuing Education line item was increased \$21,348 to reflect the costs associated with the PLA conference and the development of a system customer service philosophy.
- Development line item was increased \$2,000 to reflect the costs associated with board docs and a volunteer management software application.
- Events/Hospitality line item was increased \$1,500 to reflect actual costs.
- Strategy and Innovation line item was increased \$1,000 to support innovative project pilots.
- Marketing and Communication line item was increased \$5,700 to expand digital marketing
- Programming line item was decreased \$30,000 to reflect actual costs
- Literacy line item was increased \$2,000 to reflect the cost of additional programming.
- System Facilities was decreased \$45,000 to reflect the termination of the janitorial contract at Norman Center Court.
- System Outreach was decreased \$10,000 to reflect actual costs.
- Assigned Fund Balance reflects several items: Cleveland County, \$274,560; McClain County, \$173,996; and Pottawatomie County, \$50,000; Library Projects, \$220,000. The amount assigned to Cleveland County was decreased \$420,440 to cover the opening day collection materials cost for the new Norman Public Library East which will open in the 4th quarter of fiscal 2017-2018.
- Committed Fund Balance decreased to reflect the change in outstanding purchase orders at June 30th when compared to last year.
- Unassigned Fund Balance decreased \$552,400 to cover the technology costs for the purchase of items for the new Norman Public Library East which will open in the 4th quarter of fiscal 2017-2018.
- Total Fund Balance for 2017-2018 is anticipated to be \$7,759,885.

Contacting the Library System's Financial Management

This financial report is designed to provide a general overview of the Pioneer Library System, comply with finance-related laws and regulations, and demonstrate the Library System's commitment to public accountability. If you have any questions about this report or would like to request additional information, contact the Library System's Business Office at 300 Norman Center Court, Norman, OK 73072.

PIONEER LIBRARY SYSTEM
Statement of Net Position
June 30, 2017

	Primary Government Governmental Activities	Component Unit Library Foundation
Assets		
Cash and Cash Equivalents	\$ 7,816,053	\$ 327,484
Investments	408,795	-
Beneficial Interest in asset held by others	-	34,977
Ad Valorem Tax Receivable	119,862	-
Accrued Interest Receivable	-	80
Other Current Assets	537,399	66,170
Other Receivable	41,407	-
Non-Depreciable Capital Assets	161,179	-
Depreciable Capital Assets, Net	8,748,192	-
Total Assets	<u>\$ 17,832,887</u>	<u>\$ 428,711</u>
Deferred Outflows of Resources		
Outflows related to net pension liability	<u>\$ 842,472</u>	<u>\$ -</u>
Liabilities		
Accounts Payable and Accrued Expenses	\$ 196,004	\$ 56,001
Compensated Absences Payable	377,205	-
Net Pension Liability	<u>677,264</u>	<u>-</u>
Total Liabilities	<u>\$ 1,250,473</u>	<u>\$ 56,001</u>
Deferred Inflows of Resources		
Inflows related to net pension liability	<u>\$ 499,379</u>	<u>\$ -</u>
Net Position		
Net Investment in Capital Assets	\$ 8,909,371	\$ -
Restricted - Non Spendable Net Assets	-	28,379
Restricted - Literacy and Other Programs	590,422	249,419
Unrestricted - Board Designated Endowment	-	5,000
Unrestricted - Undesignated	<u>7,425,714</u>	<u>89,912</u>
Total Net Position	<u>\$ 16,925,507</u>	<u>\$ 372,710</u>

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Activities
For the Year Ended June 30, 2017

		Program Revenues			Net (Expense) Revenue and Changes in Net Assets	(Expense) Revenue and Changes in Net Assets
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government Governmental Activities	Component Unit Library Foundation
Governmental Activities:						
Public Library Services	\$ 11,959,239	\$ 454,649	\$ 43,310	\$ 39,816	\$ (11,421,464)	
Administrative Services	2,190,589	-	-	-	(2,190,589)	
Depreciation - unallocated	2,129,467	-	-	-	(2,129,467)	
Total Primary Government	<u>\$ 16,279,295</u>	<u>\$ 454,649</u>	<u>\$ 43,310</u>	<u>\$ 39,816</u>	<u>\$ (15,741,520)</u>	
Component Unit						
Library Foundation	<u>\$ 283,906</u>	<u>\$ -</u>	<u>\$ 285,445</u>	<u>\$ -</u>		<u>\$ 1,539</u>
General Revenues:						
Property taxes, levied for general purposes					\$ 16,601,057	\$ -
State Aid					132,431	-
Net Change in Beneficial Assets held by others					40,281	1,198
Miscellaneous Income					-	158
Investment earnings					17,475	1,415
Loss on Disposals					(28,860)	-
Total General Revenues					<u>\$ 16,762,384</u>	<u>\$ 2,771</u>
Change in net assets					\$ 1,020,864	\$ 4,310
Net position - beginning					15,904,643	368,400
Net position - ending					<u>\$ 16,925,507</u>	<u>\$ 372,710</u>

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM

Balance Sheet Governmental Funds June 30, 2017

ASSETS	General Fund	Gifts and Grants Fund	Total Governmental Funds
Cash	\$ 7,749,661	\$ 66,392	\$ 7,816,053
Investments	-	408,795	408,795
Receivable from General Fund	-	89,210	89,210
Ad Valorem Tax Receivable	119,862	-	119,862
Other Receivable	9,300	32,107	41,407
Deposit	9,200	-	9,200
Prepaid Expenses	528,199	-	528,199
Total Assets	\$ 8,416,222	\$ 596,504	\$ 9,012,726

LIABILITIES AND FUND BALANCES

Liabilities			
Accounts Payable	\$ 114,729	\$ 6,081	\$ 120,810
Accrued Salaries and Employee Benefits	75,194	-	75,194
Compensated Absences Payable	377,205	-	377,205
Payable to Special Revenue	89,210	-	89,210
Total Liabilities	\$ 656,338	\$ 6,081	\$ 662,419
Fund Balances			
Assigned for Service Upgrades and Improvements	\$ 1,138,996	\$ 586,421	\$ 1,725,417
Committed for Outstanding Encumbrances	226,262	4,001	230,263
Unassigned	6,394,627	-	6,394,627
Fund Balances, End of Year	\$ 7,759,885	\$ 590,422	\$ 8,350,307
Total Liabilities and Fund Balances	\$ 8,416,223	\$ 596,503	

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$26,929,188, including \$161,179 of non-depreciable assets, and the accumulated depreciation is \$18,026,520.	8,909,371
Long-term liabilities that pertain to governmental funds are not due and payable in the current period and therefore are not reported as fund liabilities.	
Net Pension Liability	(677,264)
Deferred outflows of resources related to net pension liability	842,472
Deferred inflows of resources related to net pension liability	(499,379)

Total Net Position - Governmental Activities	<u>\$ 16,925,507</u>
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See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Revenues, Expenditures, and Changes in Fund Balances -
Governmental Funds
For the Year Ended June 30, 2017

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Revenues:			
Property Taxes	\$ 16,601,057	\$ -	\$ 16,601,057
Collections on Book Fines and Copy Services	301,188	-	301,188
Gifts and Grants	-	43,310	43,310
State Revenue	132,431	-	132,431
Other Contracts	153,461	-	153,461
In-Kind Donations		39,816	39,816
Interest	17,475	40,281	57,756
Total Revenues	<u>\$ 17,205,612</u>	<u>\$ 123,407</u>	<u>\$ 17,329,019</u>
Expenditures			
Personal Services	\$ 11,026,941	\$ -	\$ 11,026,941
Materials	2,230,714	110,652	2,341,366
General and Administrative	994,268		994,268
Technology and Automation	1,253,257	-	1,253,257
System Services	481,932		481,932
Total Expenditures	<u>\$ 15,987,112</u>	<u>\$ 110,652</u>	<u>\$ 16,097,764</u>
Net Change in Fund Balance	\$ 1,218,500	\$ 12,755	\$ 1,231,255
Beginning Fund Balance	<u>6,541,385</u>	<u>577,667</u>	<u>7,119,052</u>
Ending Fund Balances	<u><u>\$ 7,759,885</u></u>	<u><u>\$ 590,422</u></u>	<u><u>\$ 8,350,307</u></u>
Total net changes in fund balances - governmental funds			\$ 1,231,255

The change in nets assets reported in the statement of activities is different because:

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement allocated over their estimated useful lives as annual depreciation expenses in the statement of activities. This is the amount by which capital outlays exceeds depreciation during the period.

Depreciation Expense	\$ (2,129,467)	
Capital Outlay	<u>1,618,707</u>	(510,760)

Disposals of capital assets are not considered to be expenditures in the governmental funds. They are however, recorded as a loss in the statement of activities. (28,860)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Change in pension expense per actuary calculation 329,229

Change in net position of governmental activities \$ 1,020,864

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Fiduciary Net Position
Fiduciary Fund
June 30, 2017

	<u>Pension Fund</u>
ASSETS	
Current Assets	
Investments	<u>\$ 3,457,481</u>
Total Assets	<u><u>\$ 3,457,481</u></u>

NET POSITION

Restricted Net Assets	
Held in Trust for Pension	
Benefits and Other Purposes	<u><u>\$ 3,457,481</u></u>

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Changes in Fiduciary Net Position
Fiduciary Fund
For the Year Ended June 30, 2017

	<u>Pension Fund</u>
Additions	
Contributions	
Employer	\$ 412,480
Interest and Dividend Income	
Net Increase/(Decrease) in the Fair Value of Investments	<u>382,897</u>
Total Additions	<u>\$ 795,377</u>
Deductions	
Benefits Paid	641,188
Trustee and Management Fees	<u>33,424</u>
Total Deductions	<u>\$ 674,612</u>
Net Increase	\$ 120,765
Net Position, Beginning of Year	<u>3,336,716</u>
Net Position, End of Year	<u><u>\$ 3,457,481</u></u>

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 1 – Summary of Significant Accounting Policies

The Reporting Entity –

Pioneer Library System (the System) is a corporate body for public purposes created under Title 65 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes.

The System is governed by trustees composed of 15 voting members. The System operations are conducted by a librarian appointed by the trustees. Trustees include voting members who are appointees of the various cities and counties in which the System has locations.

The System's financial statements are prepared in accordance with generally accepted accounting principles in the United States of America (U.S. GAAP). The System's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The System's reporting entity does not apply FASB pronouncements or APB opinions issued after November 30, 1989.

Financial Statement Presentation –

In evaluating how to define the System, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic -- but not the only -- criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the System and/or its citizens, or whether the activity is conducted within the geographic boundaries of the System and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the System is able to exercise oversight responsibilities. Based upon the application of these criteria, the Pioneer Library System Foundation meets the criteria, which requires a component unit to be presented discretely and including in the System's reporting entity.

Complete financial statements for the Foundation are available from the Foundation administrative office.

Basic Financial Statements – Government-Wide Statements –

The System's basic financial statements include both government-wide (reporting the Library System as a whole) and fund financial statements (reporting the System's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The System does not have any activities classified as business-type activities. Internal service fund activity is eliminated to avoid "doubling up" revenues and expenses. Fiduciary funds are excluded.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 1 – Summary of Significant Account Policies (continued)

In the government-wide Statement of Net Position, the System's governmental activities are reported using the economic resources measurement focus and the accrual basis of accounting. The System's net assets are reported in three parts – invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Revenues are recognized when earned and expenses are recognized when incurred.

The government-wide Statement of Activities reports both the gross and net cost of each of the System's programs and functions. The functions are also supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The pension trust fund recognizes employer and participant contributions in the period in which contributions are due and the System has made a formal commitment to provide the contributions. Retirement benefits and refunds are recognized when due and payable in accordance with the terms of the Plan. See Note 9.

The net costs are normally covered by general revenue (property taxes, State aid, other taxes etc.).

The government-wide focus is more on the sustainability of the System as an entity and the change in the System's net position resulting from the current year's activities.

Basic Financial Statements – Fund Financial Statements

Fund financial statements report detailed information about the System. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Non-major funds are aggregated and presented in a single column.

All governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Under this basis revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The System reports the following major governmental funds:

General Fund – is the primary operating fund of the System. It is used to account for all financial resources except those required to be accounted for in another fund.

Gifts and Grants Fund – is used to account for all gifts and grants made to the System, which are to be used for specific purposes.

The System reports the following fiduciary funds:

Pension Trust Funds – The Pension Trust Funds are used to account for the receipt, investment and distribution of retirement contributions to the Pioneer Library System Pension Plan and Trust (the Plan). See also Note 9.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 1 – Summary of Significant Accounting Policies (continued)

Fund Balance:

Fund Balance – In the government-wide financial statements, equity is classified as net assets and displayed in three components:

1. Invested in capital assets – Consists of capital assets, net of accumulated depreciation.
2. Restricted net assets – Consists of net assets with constraints placed on the use either by external groups, such as grantors or laws and regulations of other governments, or law through constitutional provisions or enabling legislation.
3. Unrestricted net assets – All other assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

When both restricted and unrestricted net assets are available for use, generally it is the System's policy to use restricted resources first.

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

- a) Non-spendable – Includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements.
- b) Restricted – Includes fund balance amounts that are constrained for specific purposes which are externally imposed by contributors, grantors, or amounts constrained due to constitutional provisions or enabling legislation.
- c) Committed – Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the System through formal action of the highest level of decision making authority. The Board of Trustees is the highest level of decision making authority that can commit fund balance. Once committed, the limitation imposed remains in place until a similar action is taken to remove or revise the limitation.
- d) Assigned – Includes fund balance amounts that are constrained by the System's intent to be used for specific purposes, but are neither restricted nor committed. Intent can be stipulated by the Board of Trustees. With the exception of the General Fund, this is the residual fund balance of the classification for all governmental funds with positive balances.
- e) Unassigned – Includes the residual balance of the General Fund that has not been assigned to other funds and that has not be restricted, committed, or assigned to specific purposes with the General Fund.

Basis of Accounting – Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 1 – Summary of Significant Accounting Policies (continued)

Capital Assets – Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Furniture and Fixtures	7 years
Computer Equipment	4 years
Vehicles	5 years
Books and Materials	5 years
Buildings	40 years

Compensated Absences – The System accrues accumulated unpaid annual leave when earned by the employee. Generally, annual leave must be taken during the calendar year earned. Eligible employees who end their employment with the System are reimbursed for each day of accumulated annual leave.

Budgets and Budgetary Accounting – The System is required by state law to prepare an annual budget. The budget is filed with the various County Excise Boards.

Budgets generally assume the expenditure of all available resources. Therefore, when the legal budget is prepared, it is assumed these funds will not have a carryover balance to a subsequent year. Program revenue received but not spent is restricted and deferred to the subsequent fiscal year. Amounts reported as program revenue includes (1) charges to customers, (2) operating grants and contributions, and (3) capital grants and contributions.

Cash and Cash Equivalents – The System considers all cash on hand, demand deposits, money market checking and certificates of deposit with an initial maturity of three months or less, held at an individual bank which are subject to early withdrawal penalties no matter what the maturity period, to be cash. All short-term cash surpluses are maintained in a cash pool, the earnings from which are allocated to each fund based on month-end deposit balances.

Fair Market Value Measurement – Fair value is defined as “the price that would be received to sell an asset, or paid to transfer a liability in an orderly transaction between market participants at a measurement date.” Accounting standards set a framework for measuring fair value using a three tier hierarchy based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 – Values are unadjusted quoted prices for identical assets and liabilities in active markets that are accessible at the measurement date.

Level 2 – Inputs other than quoted prices for identical assets or liabilities that are observable in the market place. For example, Level 2 inputs include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices are observable for the asset or liability (such as interest rates and yield curves, volatilities, prepayment speeds, loss severities, credit risks, and default rates), and market-corroborated inputs.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 1 – Summary of Significant Accounting Policies (continued)

Level 3 – Inputs that are unobservable (supported by little or no market value activity) and are significant to the fair value measurement. Unobservable inputs reflect the System's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date.

Financial assets and liabilities carried at fair value on a recurring basis include beneficial interests in assets held by others.

Receivables – All taxes receivable are expected to be collected in one year.

Property Tax Revenues – Property taxes attach an enforceable lien on property as of January 1. Taxes are levied annually on November 1 and are due one-half by December 31 and one-half by March 31. The County Assessor's office bills and collects the property taxes and remits to the System its portion. Property taxes not paid prior to April are considered delinquent. Such delinquent tax payments have not historically been material. Delinquent tax payments are received throughout the year and are recognized as revenue in the year received, except for those received within 60 days of year end, which are recognized as revenues as of June 30, 2017 in both the government-wide and fund financial statements.

State Revenues – The System receives revenue from the state to administer certain categorical library programs. The board of trustees has designated these funds to be used in technology.

Interfund Balances - During the course of normal operations, the System has transactions between funds including expenditures and transfers of resources to provide services, purchase assets and service debt. Transactions that are normal and recurring between funds are recorded as operating transfers.

Contributed Facilities and Services - The System operates several branches located in government-owned buildings and receives certain services without charge. The estimated fair rental value of the premises and service is not reported in the accompanying statement of revenues, expenditures, and changes in fund balance.

Grants - The System records income from grants in the period received or to the extent of expenses paid prior to reimbursement by a grant.

Income Taxes - The System was established under the provisions of the Oklahoma Constitution and as such is exempt from income taxes under the Internal Revenue Code as a unit of government. The System is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The System has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions. No provision for federal or state income taxes has been recorded. There was no interest or penalties to the Internal Revenue Service included in these financial statements.

Tax years before 2013 are no longer subject to examination by the Internal Revenue Service and the State of Oklahoma.

Prepaid Expenses - The System records prepaid insurance, subscriptions and maintenance agreements for that portion of payments which have not been used at year-end for government-wide financial statement purposes. Prepaid expense is included in other current assets in the statement of net assets.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 1 – Summary of Significant Accounting Policies (continued)

Restricted Resources - The System records gifts and grants as restricted when the donor specifies a restriction on the timing or use of the gift or grant. Expenses are allocated first to the restricted resource. If additional expense is incurred, the expense is allocated to unrestricted funds when the restriction has been depleted.

Deferred Outflows and Inflows of Resources – In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

See Note 9 for discussion of the System's deferred outflows of resources and deferred inflows of resources.

Use of Estimates - The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Pronouncements – During the year, GASB Statement No. 73, *Accounting and Financial Reporting for Pension and Related Assets That Are Not Within the Scope of GASB Statement No. 68*, GASB Statement No. 74, *Financial Reporting for Post-Employment Benefit Plans Other Than Pension Plans*, GASB Statement No. 77, *Tax Abatement Disclosures*, GASB Statement No. 80, *Blending Requirements for Certain Component Units*, GASB Statement No. 81, *Irrevocable Split-Interest Agreements*, and GASB Statement No. 82, *Pension Issues and Amendment of GASB Statements No. 67, No. 68, and No. 73*, all became effective but do not affect the Libraries financial statements.

Note 2 – Cash and Investments

The System's investment policies are governed by state statute. Permissible investments include direct obligations of the United States Government and Agencies; certificates of deposit of savings and loan associations and bank and trust companies; and savings accounts or savings certificates of savings and loan associations and trust companies. A certificate of deposit in the amount of \$9,200 is pledged on a letter of credit for a security deposit.

Custodial Credit Risk - Deposits – Custodial credit risk is the risk that in the event of a bank failure, the System's deposits may not be returned to it. At June 30, 2017, none of the System's bank balance of \$8,077,559 was exposed to custodial credit risk because it was not insured or collateralized. The balance is partially collateralized with securities held by First Fidelity Bank in the System's name. The market value of these securities as of June 30, 2017 was \$11,256,291 plus \$250,000 of FDIC insurance gives coverage of \$11,506,291.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 2 – Cash and Investments (continued)

Beneficial interest in assets held by others – In previous years the System transferred funds to the Communities Foundation of Oklahoma (CFO) and the Norman Communities Foundation (managed by the Communities Foundation of Oklahoma) for investment. The recorded portion of all of these funds consists of transfers to CFO from the System and the earnings thereon.

The following methods and assumptions were used to estimate the fair value of the beneficial interest in assets held by others reported at fair market value in the accompanying financial statements.

The organization believes that fair value of the future cash flows to be received from its beneficial interest in assets held by other the CFO which primarily include a diversified portfolio of marketable securities. The organization classifies its beneficial interest in the assets held by the CFO as level 2.

As of June 30 2017, assets measured at fair value on a recurring basis are classified within the fair value hierarchy as follows:

	Total	Level 1	Level 2	Level 3
Beneficial interest in assets held by CFO	\$ 408,795	\$ -	\$ 408,795	\$ -
Total Recurring Fair Value Measurements	\$ 408,795	\$ -	\$ 408,795	\$ -

Grant awards shall be available for distribution on a yearly basis, subject to final approval by the Board of Directors of CFO, and based on a specified percentage of the fair market value of assets on a rolling average of the previous eight quarters. The Community Foundation maintains variance power over these assets. Variance power assures donors that if the charitable purpose of their contribution becomes impractical or impossible, the distributions will be directed to similar purposes in the community. The System's board may, by an affirmative vote of two thirds of the board, for an unusual circumstance, recommend and request distribution of all or part of the assets held by CFO. However, the CFO has the ultimate authority over and control of all property held by CFO. Distributions in the amount of \$18,714 for the year ended June 30, 2017, was received by the System from these combined funds.

The Community Foundation maintains legal ownership of the funds. However, accounting principles generally accepted in the United States of America require the Organization to reflect its beneficial interest in these assets in its financial statements. At June 30, 2017, assets transferred to the Community Foundation by the Organization had a fair value of \$408,795 based on the approximate present value of future cash flows from CFO.

Direct donations to existing funds at the Community Foundation from individuals are restricted for endowment purposes and are not recorded as assets of the System. Only the earnings on these funds can be distributed to the System.

Distributions in the amount of \$1,447 for the year ended June 30, 2017, were received by the System. The fair value of the funds originally donated by third parties at June 30, 2017 was \$32,085. The Organization has no remainder interest in the corpus of these funds.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 2 – Cash and Investments (continued)

Investment Interest Rate Risk - The investments of the Pension Plan (see also Note 9) are invested in various mutual funds with the MassMutual, and may be used only for the payment of benefits to the members of the Plan. The composition of the pension trust fund at fair value is shown in the following table:

	Market Value	Credit Exposure as a Percentage of Total Investments
Pension Fund		
Pooled Equity Funds	\$ 1,918,903	55.50%
Pooled Fixed Income Funds	1,198,206	34.66%
Alternative Investments	340,372	9.84%
Total Pension Fund Investments	<u>\$ 3,457,481</u>	<u>100.00%</u>

The following investments represent 5% or more of the net assets of the Plan at June 30, 2017:

Babson Premium High Yield Bond Fund	\$ 274,959
Northern Trust MM MSCI EAFE Intl Index Equity Fund	359,487
Northern Trust MM RSI 2000 SmCp Index Equity Fund	174,677
Northern Trust MM S&P 500 Index II Equity Fund	1,040,474
Northern Trust MM S&P Mid Cap Index Equity Fund	344,265
Babson Premium Core Bond Fund	460,383
Western Sel Stratbond Bond Fund	462,864

The fair values of the Company's pension investments by asset category as of June 30, 2016 were as follows:

	Total	Level 1	Level 2	Level 3
Common Stock:				
Pooled Equity Funds	\$ 1,918,903	\$ -	\$ 1,918,903	\$ -
Corporate Debt Instruments				
Pooled Fixed Income Funds	\$ 1,198,206	\$ -	\$ 1,198,206	\$ -
Other, Net	\$ 340,372	\$ -	\$ 340,372	\$ -
Total Recurring Fair Value Measurements	<u>\$ 3,457,481</u>	<u>\$ -</u>	<u>\$ 3,457,481</u>	<u>\$ -</u>

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 2 – Cash and Investments (continued)

Pension Fund Policy

The Pioneer Library System Pension Plan and Trust provides for investment managers who have full discretion of assets allocated to them subject to the overall investment guidelines set out in the policy.

Manager performance is reviewed by a consultant who provides reports to the retirement plans investment and administrative committee and to the board. Any changes in the investment management firm must be reported as they occur. Overall investment guidelines provide for diversification and allow investment in domestic and international common stocks, fixed income securities, cash equivalents, index funds, collective trust funds and mutual funds. The Plan addresses custodial credit risk with policy providing for the engagement of a custodian who accepts possession of securities for safekeeping; collects and disburses income; collects principal of sold, matured, or called items; and provides periodic accounting to the board. The pension trust fund holds \$3,457,481 in investments. This amount is held by the investment counterparty, not in the name of the pension fund or the System.

Pension Trust investing is restricted by Oklahoma Statutes to the Prudent Investor Rule.

Note 3 – Collections

The System has not capitalized existing inexhaustible collections, including research books, because the values are not readily determinable.

Note 4 – Short-Term Borrowing

On an annual basis, the System utilizes short-term unsecured promissory notes in anticipation of the collection of ad valorem taxes. In accordance with Title 65 Section 4-105 of the Oklahoma Statutes, the term of the loan may not exceed one year. As of June 30, 2017, no balance was owed. No interest expense was paid or incurred during the year ended June 30, 2017.

Note 5 – Other Current Liabilities

The long-term liability balance and activity for the year were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Compensated Absences	\$ 361,201	535,303	519,299	\$ 377,205	\$ 377,205

The general fund will be used to settle the compensated absences liability.

Note 6 – Commitments

Lease Commitments – The System leases a building, telephone equipment, a postage machine and copiers for its branch facilities and for administration under operating leases. The leases are renewed on an annual basis. Lease expense under these leases for 2017 was \$84,155.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 6 – Commitments (continued)

Encumbrances – As discussed in Note 1 above, budgetary information, budgetary basis of accounting, and encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At June 30, 2017 the amount of encumbrances expected to be honored upon performance by the vendor in the next year were:

General Fund	\$ 226,262
Gifts and Grants Fund	<u>4,001</u>
Total	<u>\$ 230,263</u>

Other Commitments – In the year ended June 30, 2005, the System received a distribution from an estate that was to be used for the Noble Public Library. Construction commenced on an addition to the Noble library building in 2006. During 2007 construction was completed. Costs incurred during construction of the addition totaled \$1,096,000. These costs were expensed since the building will be owned by the City of Noble. The City of Noble signed an Inter-local agreement with the System and took ownership of the building in May of 2016.

Note 7 – Capital Assets

Capital assets of the System at June 30, 2017 are as follows:

	Beginning <u>Balances</u>	<u>Increases</u>	<u>Decreases</u>	Ending <u>Balances</u>
Non-depreciable Capital Assets:				
Land	\$ 161,179	\$ -	\$ -	\$ 161,179
Depreciable Capital Assets:				
Library Books	16,425,463	1,295,888	356,922	17,364,429
Building	4,714,836	-	-	4,714,836
Furniture and Fixtures	1,350,559	15,988	1,413	1,365,134
Computer Equipment	3,354,232	306,831	707,954	2,953,109
Vehicles	<u>491,348</u>	<u>-</u>	<u>19,698</u>	<u>471,650</u>
Total Capital Assets	<u>26,497,617</u>	<u>1,618,707</u>	<u>1,085,987</u>	<u>27,030,337</u>
Less Accumulated				
Depreciation for:				
Library Books	12,863,043	1,477,109	356,922	13,983,230
Building	322,989	117,902	-	440,891
Furniture and Fixtures	1,077,355	94,038	1,413	1,169,980
Computer Equipment	2,585,764	373,393	679,094	2,280,063
Vehicles	<u>199,475</u>	<u>67,025</u>	<u>19,698</u>	<u>246,802</u>
Total Accumulated				
Depreciation	<u>17,048,626</u>	<u>2,129,467</u>	<u>1,057,127</u>	<u>18,120,966</u>
Total Depreciable Capital				
Assets, Net	<u>\$ 9,448,991</u>	<u>\$ (510,760)</u>	<u>\$ 28,860</u>	<u>\$ 8,909,371</u>

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 8 – Fund Balance

The following table shows the fund balance classifications as shown on the governmental funds balance sheet as of June 30, 2017:

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Fund Balance			
Assigned:			
Cleveland County Libraries	\$ 695,000	\$ -	\$ 695,000
McClain County Libraries	173,996	-	173,996
Pottawatomie County Libraries	50,000	-	50,000
Library Projects	220,000	-	220,000
Special Revenue Funds	-	586,421	586,421
Committed:			
Reserved for Encumbrances	226,262	4,001	230,263
Unassigned	6,394,627	-	6,394,627
Total Fund Balance	<u>\$ 7,759,885</u>	<u>\$ 590,422</u>	<u>\$ 8,350,307</u>

Note 9 – Defined Benefit Retirement Plan

Plan Description - The Pioneer Library System Pension Plan and Trust (The Plan) is a single-employer public employees' retirement system (PERS) plan that covers all full-time employees of the System. This plan was frozen as of December 31, 2008 and closed to new entrants. Retirement benefits are based on length of service and salary. Normal retirement for the plan is 65 years of age. Death and deferred vested benefits are also available under the plan. All benefits vest after 10 years of credited service. Pioneer employees who retire after age sixty-five with more than four years of credited service are entitled to an annual retirement benefit, payable monthly, in an amount equal to one percent of their averages salary based on their highest five consecutive years within 10 years of retirement. If an employee has less than 10 years of vesting service, the amount of the benefit is reduced by 1/10th for each vesting year of service fewer than ten. Actuarial valuations are performed annually on January 1.

Plan membership as at June 30, 2017 consisted of the following:

Inactive plan members or beneficiaries currently receiving benefits	26
Inactive plan members entitled to but not yet receiving benefits	38
Active plan members	<u>69</u>
Total plan members	<u>133</u>

Funding Policy - Employees of the System are not required to contribute to the plan. The System is required to make annual contributions based on an actuarially computed percentage of covered wages in amounts sufficient to cover normal cost of benefits and amortize the prior service liabilities. The Pioneer Library System Board of Trustees has the authority to establish and or amend the funding policy of the plan. Contributions for the year ending June 30, 2017 to the defined benefit plan were \$412,480.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 9 – Defined Benefit Retirement Plan (continued)

Net Pension Liability – The System’s net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The total pension liability in the December 31, 2016 actuarial valuation was determined using an interest rate and investment rate of return of 6%. This long-term expected rate of return was obtained from the trustee of the plan assets.

The actuarial assumptions used in the December 31, 2016 valuation were based on the results of an actuarial experience study for the period January 1, 2016 through December 31, 2016. In addition, the mortality rates were based on the RP-2014 Mortality Table using Scale MP-2016 instead of the Total Data Set RP-2014 Mortality Table which was the table used for the previous year’s calculation. This change in assumption caused a decrease in the pension liability.

The discount rate used to measure the total pension liability was 6%. The projection of cash flows used to determine the discount rate assumed that contributions from the System will be made at contractually required rates, as actuarially determined. Based on this assumption, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability – Changes in the System’s net pension liability for the year ended June 30, 2017 were as follows:

	Increase (Decrease)		
	Total	Plan	Net Pension
	Pension	Fiduciary	Liability
	Liability	Net Position	(a) - (b)
Balance, June 30, 2016	\$ 4,567,555	\$ 3,391,298	\$ 1,176,257
Changes for the year:			
Interest	252,873	-	252,873
Difference between expected and actual experience	10,006	-	10,006
Net investment income	-	305,447	(305,447)
Administrative Expense	-	(33,731)	33,731
Contributions - employer	-	490,156	(490,156)
Benefit payments including refunds of employee contributions	(706,017)	(706,017)	-
Net Changes	(443,138)	55,855	(498,993)
Balance, June 30, 2017	<u>\$ 4,124,417</u>	<u>\$ 3,447,153</u>	<u>\$ 677,264</u>

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note – 9 Defined Benefit Retirement Plan (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate – The following presents the net pension liability calculated using the discount rate of 6%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (5%) or 1 percentage point higher (7%) than the current rate:

	1% Decrease (5.00%)	Current Discount Rate (6.00%)	1% Increase (7.00%)
Pension Liability	\$4,589,849	\$ 4,124,417	\$ 3,736,318
Fiduciary Net Position	3,447,153	3,447,153	3,447,153
Net Pension Liability	<u>\$1,142,696</u>	<u>\$ 677,264</u>	<u>\$ 289,165</u>

The Plan's annual financial report is available from the Business Office of the Pioneer Library System, 300 Norman Center Court, Norman, Oklahoma 73072.

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources – For the year ended June 30, 2017; the System recognized a pension expense of \$101,060. At June 30, 2017, the System reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Balances at June 30, 2017</u>	
<u>Source</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 228,793	\$ (53,427)
Changes of assumptions	329,616	(301,122)
Net difference between projected and actual earnings on investments	54,430	-
Contribution to pension plan after measurement date	84,803	-
Total	<u>\$ 697,642</u>	<u>\$ (354,549)</u>

Deferred outflows of resources related to pensions resulting from System contributions of \$84,803 subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<u>Year</u>	
2017	\$ 37,023
2018	90,288
2019	64,367
2020	4,622
2021	60,942
Thereafter	1,048

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2017

Note 10 – Defined Contribution Retirement Plan

Plan Description - On January 1, 2009 the System implemented this plan. Normal retirement age for this plan is 65 years of age. Death and deferred vested benefits are also available under this plan. All benefits vest after 5 years of credited service. Employees who retire after age sixty-five will receive their vested benefits in one of the following manners out of the amount accumulated in their accounts: (i) by lump sum payments, or (ii) in equal monthly, quarterly, semi-annual or annual installment payments; provided an installment election must be for a period less than their life expectancy or the life expectancy of their beneficiaries.

Funding Policy - Employees of the System are not required to contribute to the plan. The System makes an annual contribution based on a percentage of an employee's salary. For employees that are members of the Defined Benefit retirement plan that was frozen in 2008, the percentage of salary was based on an actuarial calculation that was done in 2008. These percentages were reviewed and recalculated during the current year which resulted in several of the percentages being changed. These new percentages were used when calculating the contributions to participants' accounts for 2017. The Pioneer Library System Board of Trustees has the authority to establish and or amend the funding policy of the plan. Contributions paid to the plan for the year ended June 30, 2017 totaled \$456,833.

Note 11 – Risk Management

The System is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the System carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

Note 12 – Related Party Leases

The System leases space to the City of Norman (City) under an operating lease with annual mutual renewal, for a term of twenty years. Rent revenue under this lease equaled \$123,461, included in Other Contracts on the Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds. Under this lease agreement the City agreed to pay \$50,000 a year for ten years as reimbursement for costs incurred to remodel the space for a total of \$500,000. If the lease is not mutually renewed the remainder of \$500,000 is to be remitted to the System.

The cost of the leased space is included in the Building category in Note 7 – Capital Assets, and the amount of accumulated depreciation thereon. The amount of cost attributable to only the leased space is not determinable and therefore not disclosed here.

PIONEER LIBRARY SYSTEM
Budgetary Comparison Schedule – General Fund (Unaudited)
For the Year Ended June 30, 2017

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts GAAP Basis	Budget to GAAP Differences Over(Under)	Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
Resources (inflows)						
Property Taxes	\$ 15,790,473	\$ 16,316,575	\$ 16,601,057	\$ 814	\$ 16,600,243	\$ 283,668
State Revenue	141,657	141,391	132,431	-	132,431	(8,960)
Interest	18,000	18,000	17,475	-	17,475	(525)
Other	444,561	444,511	454,649	3,934	450,715	6,204
Use of Designated Fund Balance	420,438	-	-	-	-	-
Amounts Available for Appropriation	16,815,129	16,920,477	17,205,612	4,748	17,200,864	280,387
Charges to Appropriations (outflows)						
Personnel Services	11,067,841	11,477,289	11,026,941	(18,058)	11,008,883	468,406
Materials	2,630,438	2,300,000	2,230,714	18,852	2,249,566	50,434
General and Administrative	1,021,350	953,500	994,268	(16,262)	978,006	(24,506)
Technology	1,250,000	1,356,819	1,253,257	(9,167)	1,244,090	112,729
System Services	845,500	832,869	481,932	38,470	520,402	312,467
Total Charges to Appropriations	16,815,129	16,920,477	15,987,112	13,835	16,000,947	919,530
Change in Net Assets	-	-	1,218,500	(9,087)	1,048,963	1,048,963
Beginning Fund Balance	4,941,860	5,068,482	6,541,385	1,472,903	6,541,385	-
Ending Fund Balance	\$ 4,941,860	\$ 5,068,482	\$ 7,759,885	\$ 1,463,816	\$ 7,590,348	\$ 1,048,963

Budget to Actual Reconciliation:

Revenues on a budgetary basis are based on cash received rather than the modified accrual basis used for financial reporting

\$ 4,698

Encumbrances for the prior fiscal year which were included in the year ordered for budgetary purposes but were cancelled during the current budgetary year

(13,785)

The amount reported as "fund balance" on the budgetary basis of accounting derives from the basis of accounting used in preparing the District's budget. This amount differs from the fund balance reported in the statement of revenues, expenditures and changes in fund balances because of the cumulative effect of transactions such as those described above.

1,472,903
\$ 1,463,816

Notes to required Budgetary Information

Note Budgeting and Budgetary Control

Oklahoma Statue requires the System to prepare an annual budget. The budget is filed with the various County Excise Boards. The System adopts its budget at the fund level.

Budgetary Basis of Accounting

Under the budgetary basis of accounting, revenues are recognized when they are received rather than earned. Purchases of materials, outside services and capital outlay are recognized as expenditures when the commitment to purchase is made (encumbered).

PIONEER LIBRARY SYSTEM
Schedule of Changes in Net Pension Liability (Unaudited)
Last Eight Years

Pioneer Library System Pension Plan and Trust
Schedule of Changes in Net Pension Liability

For the Year Ended December 31

	2016	2015	2014	2013	2012	2011	2010	2009
Total Pension Liability								
Service Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	252,873	239,135	240,458	252,881	238,612	248,546	237,066	228,147
Changes of benefit terms	-	-	-	-	-	-	-	-
Differences between expected and actual experience	10,006	107,515	(29,079)	49,618	247,559	(116,955)	75,052	4,988
Changes of assumptions	-	357,460	-	(618,094)	-	244,140	-	-
Benefit payments, including refunds of member contributions	(706,017)	(244,284)	(259,643)	(252,483)	(201,018)	(158,505)	(83,058)	(85,914)
Net change in total pension liability	\$ (443,138)	\$ 459,826	\$ (48,264)	\$ (568,078)	\$ 285,153	\$ 217,226	\$ 229,060	\$ 147,221
Total Pension Liability--Beginning	4,567,555	4,107,729	4,155,993	4,724,071	4,438,918	4,221,692	3,992,632	3,845,411
Total Pension Liability--Ending (a)	\$ 4,124,417	\$ 4,567,555	\$ 4,107,729	\$ 4,155,993	\$ 4,724,071	\$ 4,438,918	\$ 4,221,692	\$ 3,992,632
Plan fiduciary net position								
Contributions--employer	\$ 490,156	\$ 83,368	\$ 56,500	\$ 208,000	\$ 208,000	\$ 146,000	\$ 159,000	\$ 199,260
Contributions--member	-	-	-	-	-	-	-	-
Net investment income	305,447	(63,755)	135,323	481,674	310,945	(27,967)	310,533	407,581
Benefit payments, including refunds of member contributions	(706,017)	(244,284)	(259,643)	(252,483)	(201,018)	(158,505)	(83,058)	(85,914)
Administrative expense	(33,731)	(31,409)	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Net change in plan fiduciary net position	\$ 55,855	\$ (256,080)	\$ (67,820)	\$ 437,191	\$ 317,927	\$ (40,472)	\$ 386,475	\$ 520,927
Plan fiduciary net position--beginning	3,391,298	3,647,378	3,715,198	3,278,007	2,960,080	3,000,552	2,614,077	2,093,150
Plan fiduciary net position--ending (b)	\$ 3,447,153	\$ 3,391,298	\$ 3,647,378	\$ 3,715,198	\$ 3,278,007	\$ 2,960,080	\$ 3,000,552	\$ 2,614,077
PLS net pension liability (asset)--ending (a) - (b)	\$ 677,264	\$ 1,176,257	\$ 460,351	\$ 440,795	\$ 1,446,064	\$ 1,478,838	\$ 1,221,140	\$ 1,378,555
Plan fiduciary net position as a percentage of the total pension liability	83.58%	74.25%	88.79%	89.39%	69.39%	66.68%	71.07%	65.47%
Covered-employee Payroll	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net pension liability (asset) as a percentage of covered-employee payroll	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes to Schedule:

Information is not provided for years prior to 2009 due to it not being available.

Covered-employee payroll is not provided after 2008 since the plan was frozen December 31, 2008 and participants no longer accrue additional benefits.

Changes of assumptions - In 2011, amounts reported as changes of assumptions resulted primarily from the actuary correcting an error based on him using the wrong assumptions for his lump sum calculations.

In 2013, amounts reported as changes of assumptions resulted primarily from changing the interest rate, changing the cost method, and changing the mortality tables.

In 2015, amounts reported as changes of assumptions resulted from the changing of the mortality tables.

PIONEER LIBRARY SYSTEM
Schedule of Contributions (Unaudited)
Last Ten Years

Pioneer Library System Pension Plan and Trust
Schedule of Contributions

For the Year Ended December 31	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Actuarially determined contribution	\$ 240,155	\$ 68,369	\$ 56,500	\$ 176,976	\$ 197,670	\$ 149,985	\$ 163,645	\$ 205,063	\$ 250,574	\$ 223,631
Contributions in relation to the actuarially determined contribution	490,156	83,368	56,500	208,000	208,000	146,000	159,000	242,380	216,316	203,264
Contribution deficiency (excess)	<u>\$ (250,001)</u>	<u>\$ (14,999)</u>	<u>\$ -</u>	<u>\$ (31,024)</u>	<u>\$ (10,330)</u>	<u>\$ 3,985</u>	<u>\$ 4,645</u>	<u>\$ (37,317)</u>	<u>\$ 34,258</u>	<u>\$ 20,367</u>
Covered-employee Payroll	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes to schedule:

Valuation date:

Actuarially determined contribution rates are calculated as of December 31, six months prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method

Active and terminated vested participants are assumed to elect a 10 year Certain and Life Annuity upon retirement.

Amortization method

Level dollar

Remaining amortization period

Unfunded past service liability, 10 year closed period beginning January 1, 2014. Subsequent plan year gains and losses are amortized over five years.

Asset valuation method

Market value of assets

Inflation

N/A

Salary increases

N/A - plan is frozen

Investment rate of return

6.00%

Retirement age

100% at age 65

Mortality

Total Data Set RP - 2014 projected using Scale MP-2016

Other information:

Covered-employee payroll is not provided since the plan was frozen December 31, 2008 and participants no longer accrue additional benefits.



Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24th AVE. S.W.
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771
1-800-360-5535

RODNEY GRAY, CPA, CVA
JANICE L. GRAY, CPA, CVA
TED BLODGETT, CPA, CVA
C. JANESE SHEPARD, CPA
ROSS H. ROYE, CPA

ANN M. ALBERTSON, CPA, CVA
CYNTHIA K. BYARS, CPA
JONATHAN M. KERN, CPA
BREE MONTOYA, CPA
RHONDA E. RAY, CPA
CHRISTINE J. STEPHENS, CPA
BRIAN C. WILKINS, CPA
JASON D. WINTERS, CPA

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

September 26, 2017

To the Board of Trustees of
Pioneer Library System
Norman, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund and the fiduciary fund type of Pioneer Library System (Library), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated September 26, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial



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AMERICAN INSTITUTE OF
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PRIVATE COMPANIES PRACTICE SECTION

MEMBER OF
OKLAHOMA SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

To the Board of Trustees of
Pioneer Library System
September 26, 2017

statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

GRAY, BLODGETT & COMPANY, PLLC

Gray, Blodgett & Company, PLLC

Regular Board of Commissioners

1.d.

Meeting Date: 10/16/2017

2018 Holiday Schedule

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge City of Shawnee Holiday Schedule for 2018.

Attachments

2018 Holiday Schedule



Human Resources Department
Interoffice Memo

To: All Non-Union City of Shawnee Employees

From: Tamera Johnson, HR Director

Date: October 5, 2017

RE: 2018 Holiday Schedule

RECOMMENDED HOLIDAY SCHEDULE FOR 2018

January 1, 2018	Monday	New Year's Day
January 15, 2018	Monday	Martin Luther King, Jr. Day
February 19, 2018	Monday	Presidents' Day
May 28, 2018	Monday	Memorial Day
July 4, 2018	Wednesday	Independence Day
September 3, 2018	Monday	Labor Day
November 12, 2018	Monday	Veteran's Day (Observed)
November 22, 2018	Thursday	Thanksgiving Day
November 23, 2018	Friday	Day after Thanksgiving
December 24, 2018	Monday	Christmas Eve
December 25, 2018	Tuesday	Christmas Day

Approved: _____


City Manager

Regular Board of Commissioners

1.e.

Meeting Date: 10/16/2017

CC 2018 Schedule

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2018.

Attachments

CC 2018 Schedule

2018 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
CITY COMMISSION & RELATED AUTHORITIES

DATE	TIME	PLACE OF MEETING
1/16/2018	Tuesday	6:30 p.m.
2/05/2018	Monday	Commission Chambers-City Hall 16 West 9 th , Shawnee, OK
2/20/2018	Tuesday	"
3/05/2018	Monday	"
3/19/2018	"	"
4/02/2018	"	"
4/16/2018	"	"
5/07/2018	"	"
5/21/2018	"	"
6/04/2018	"	"
6/18/2018	"	"
7/02/2018	"	"
7/16/2018	"	"
8/06/2018	"	"
8/20/2018	"	"
9/04/2018	Tuesday	"
9/17/2018	Monday	"
10/01/2018	"	"
10/15/2018	"	"
11/05/2018	"	"
11/19/2018	"	"
12/03/2018	"	"
12/17/2018	"	"

NAME: PHYLLIS LOFTIS, CMC

TITLE: City Clerk

ADDRESS: P. O. Box 1448

Shawnee, OK 74802-1448

TELEPHONE: (405) 878-1604

Filed in the office of the Municipal Clerk at _____ a.m./p.m. on _____, 2017.

Signed: _____
Clerk/Deputy Clerk

Regular Board of Commissioners

1.f.

Meeting Date: 10/16/2017

CDBG Budget Amd

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – Fund 190 CDBG (Community Development Block Grant) Entitlement Grant Fund
To allocate federal funds that were not spent last fiscal year

Attachments

CDBG Budget Amd

Estimated Revenue or Fund Balance

Appropriations

City Clerk

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

Meeting Date: 10/16/2017

Mayor Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Shawnee Hospital Authority

Michelle Briggs <i>Reappointment</i>	6 Year Term	Expires 9/30/2023
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Mike Adcock <i>Reappointment</i>	6 Year Term	Expires 9/30/2023
-------------------------------------	-------------	-------------------

Planning Commission

Cody Deem <i>Replaces Susie Clinard - Resigned</i>	1st Partial Term	Expires 6/1/2020
---	------------------	------------------

Daniel Matthews <i>Replaces Michael Affentranger - Resigned</i>	1st Partial Term	Expires 6/1/2018
--	------------------	------------------

Attachments

Hospital - Briggs

Hospital - Adcock

Planning - Deem

Planning - Matthews



APPLICATION TO SERVE

Boards, Committees and Commissions

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

Name: <u>Michelle Briggs</u>	Application Date: <u>7/18/17</u>
Address: <u>1113 Inverness Circle</u>	Date of Birth: <u>02-27-50</u>
Mailing Address: <u>Same</u>	
Daytime Phone: <u>405-273-4055</u> Fax: <u>405-878</u>	Email: <u>michelle@avedisfoundation.org</u>
Profession: <u>President - Avedis Foundation (Philanthropy)</u>	
Business Name: <u>Avedis Foundation</u>	
Business Address: <u>3903 N. Harrison Street, Shawnee 74804</u>	
Business Phone: <u>405.273.4055</u> Fax: _____	Email: <u>michelle@avedisfoundation.org</u>

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

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

If so, please list the board/committee: Shawnee Hospital Authority

How many years have you lived in Shawnee? 22

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

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

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

to serve the Shawnee 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?

Finance and insurance background with 40 yrs. experience

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

Community Revival of Pottawatomie County; Parkinsons Foundation of OK; Community Market of P.C.; Blue Zones

List education, including degree(s) earned:

Graduate Degree of Banking - University of Wisconsin

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

Shawnee Hospital Authority - 10 yrs.

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Chuck Skillings	Business Assoc./Friend	405.878.8188
Mike Adcock	" " "	405.273-7300
Mike Warwick	" " "	405.273.1554

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 Michelle Frezza

Date 7-18-17

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

Send completed application to:

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

Revised April 4, 2017



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>MIKE ADCOCK</u>	Application Date: <u>7-25-17</u>
Address: <u>3701 N. HARRISON ST</u>	Date of Birth: <u>1-20-49</u>
Mailing Address: <u>SHAWNEE, OK 74804</u>	
Daytime Phone: <u>273-7300</u> Fax: _____	Email: <u>jmadcock@shadard.com</u>
Profession: _____	
Business Name: <u>Dan Bozard Trust</u>	
Business Address: <u>Same</u>	
Business Phone: _____ Fax: _____	Email: _____

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

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

If so, please list the board/committee: Shawnee Hosp. Auth.

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

Why are you interested in serving on the Board/Committee/Commission selected above?
Prior experience as a Board member of
UNITY HOSPITAL provides unique insights
on hospital operations and regulation.

Revised April 4, 2017

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?

Legal and professional experience
Prior hospital operations and governance experience

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

Greater Shawnee Chamber of Commerce Exec. Committee
Chair AUEOIS FOUNDATION

List education, including degree(s) earned:

B.S. Bus Adm. - OSU
J.D. - LAW - OU

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

Airport Advisory Board - 10 + years

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Michelle Briggs</u>	<u>Bus. Assoc.</u>	<u>273-4055</u>
<u>Chuck Skillings</u>	<u>.. ..</u>	<u>878-8188</u>
<u>MARTY LEWIS</u>	<u>.. ..</u>	<u>878-5723</u>

PLEASE READ CAREFULLY:

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

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

Signature

[Signature]

Date

1-20-2017

Revised April 4, 2017

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

Send completed application to:

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

Revised April 4, 2017



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>CODY DEEM</u>	Application Date: <u>8-15-17</u>
Address: <u>1116 QUAIL HOLLOW</u>	Date of Birth: <u>10-18-42</u>
Mailing Address: <u>SHAWNEE 74804</u>	
Daytime Phone: <u>405 501 2627</u>	Fax: _____ Email: <u>Cody.deem@msn.com</u>
Profession: _____	
Business Name: _____	
Business Address: _____	
Business Phone: _____ Fax: _____ Email: _____	

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 28

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

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

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

WISH TO CONTINUE TO CONTRIBUTE TO THE
PROGRESS SHAWNEE IS MAKING

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?

ABILITY TO FIND COMMON GROUND
HX OF ORGANIZING GROUPS/PROJECTS THAT WILL
IMPROVE QUALITY OF LIFE IN SHAWNEE, I.E. SUSTAINABLE SHAWNEE

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

UPRISING (POLITICAL); COMMUNITY RENEWAL; BLUE ZONES;

List education, including degree(s) earned:

LCSW (LICENSED CLINICAL SOCIAL WORKER)

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

Ø

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

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

Have you ever declared personal or business bankruptcy? Ø

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
SHACONA TURNER	FRIEND	405-209-8676
NANCE DIAMOND	"	405-808-1755
MICHELLE BRIGGS	"	405-990-9739

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 Cody Deen

Date 8-15-17

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

Send completed application to:

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

I believe that communities thrive or fail based on the quality of leadership and citizen involvement. I believe, also, that each citizen has an obligation to contribute in some way to community improvement depending on his/her skills & resources. There is much opportunity in Shawnee for individuals to make a difference and see progress made. The momentum is building thanks to the Avedis Foundation, Tribal and City leadership. This is the perfect storm of possibility: available resources, good city leadership and, perhaps more important, citizen optimism. I would like the opportunity to contribute to Shawnee's forward progress.

Cody Dean



APPLICATION TO SERVE
Boards, Committees and Commissions

☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Daniel Matthews</u>	Application Date: <u>9-1-2017</u>
Address: <u>4704 Kellye Green Shawnee, OK 74804</u>	Date of Birth: <u>8-26-1980</u>
Mailing Address: <u>4704 Kellye Green Shawnee, OK 74804</u>	
Daytime Phone: <u>405-973-5792</u>	Fax: <u>N/A</u> Email: <u>danielmatthews80@yahoo.com</u>
Profession: <u>Executive Director of Community Market</u>	
Business Name: <u>Community Market</u>	
Business Address: <u>PO Box 1694 Shawnee OK 74802</u>	
Business Phone: <u>405-788-4957</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, committee or commission? Yes or (No) (please circle)

If so, please list the board/committee: _____

How many years have you lived in Shawnee? Shawnee area 34 - recently moved back inside city limits

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

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

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

I have always loved our community & would love to serve to help make this city a forward thinking & great place to live. I feel my background in faith, business, & non-profit gives me a good perspective when making decisions on future development.

Revised April 4, 2017

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?

Critical thinker, able to look long term. Able to see big picture
& not ignore small details. Economic & budget policy background.
Applied laws & regulations to write & make policy decisions

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

Community Markets, Family of Faith Food pantry, community volunteer, various
little league sports leagues, Regional Foodbank Development Committee

List education, including degree(s) earned:

BA - Church ministry - Family of Faith Christian University

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

no

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

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

Have you ever declared personal or business bankruptcy? no

If so, please explain:

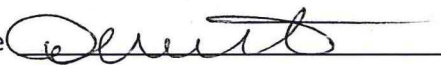
Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Michelle Briggs	friend	405-950-9735
Randy Waters	friend	405-275-8830
David Henry	Board Chair - CMRC	405-230-0113

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 5-1-17

Revised April 4, 2017

Regular Board of Commissioners

3.

Meeting Date: 10/16/2017

EOM

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by City Manager to Employee of the Month, Ross Kinnamon, Utility Billing.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 10/16/2017

P11-17 Rezone

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 4400 North Kickapoo Street from C-1; Neighborhood Commercial District to C-3; Highway Commercial District with Conditional Use Permit. Case No. P11-17. Applicant: Dennis Morris

Attachments

P11-17 Staff Rpt

P11-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Dennis Morris

FOR: Rezone w/ Conditional Use Permit

LOCATION: 4400 N. Kickapoo Street, Shawnee, OK

PROJECT#: 170868 Case# P11-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION:

C-1; Neighborhood Commercial District

REQUESTED CLASSIFICATION:

C-3; Highway Commercial District w/ CUP

PROPOSED PROPERTY USE:

Retail/Office/Residential

PLANNING COMMISSION MEETING DATE: October 4th, 2017

PLANNING COMMISSION RECOMMENDATION: Motion passes

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)	X		X			
KIENZLE			X			
ROWELL		X	X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

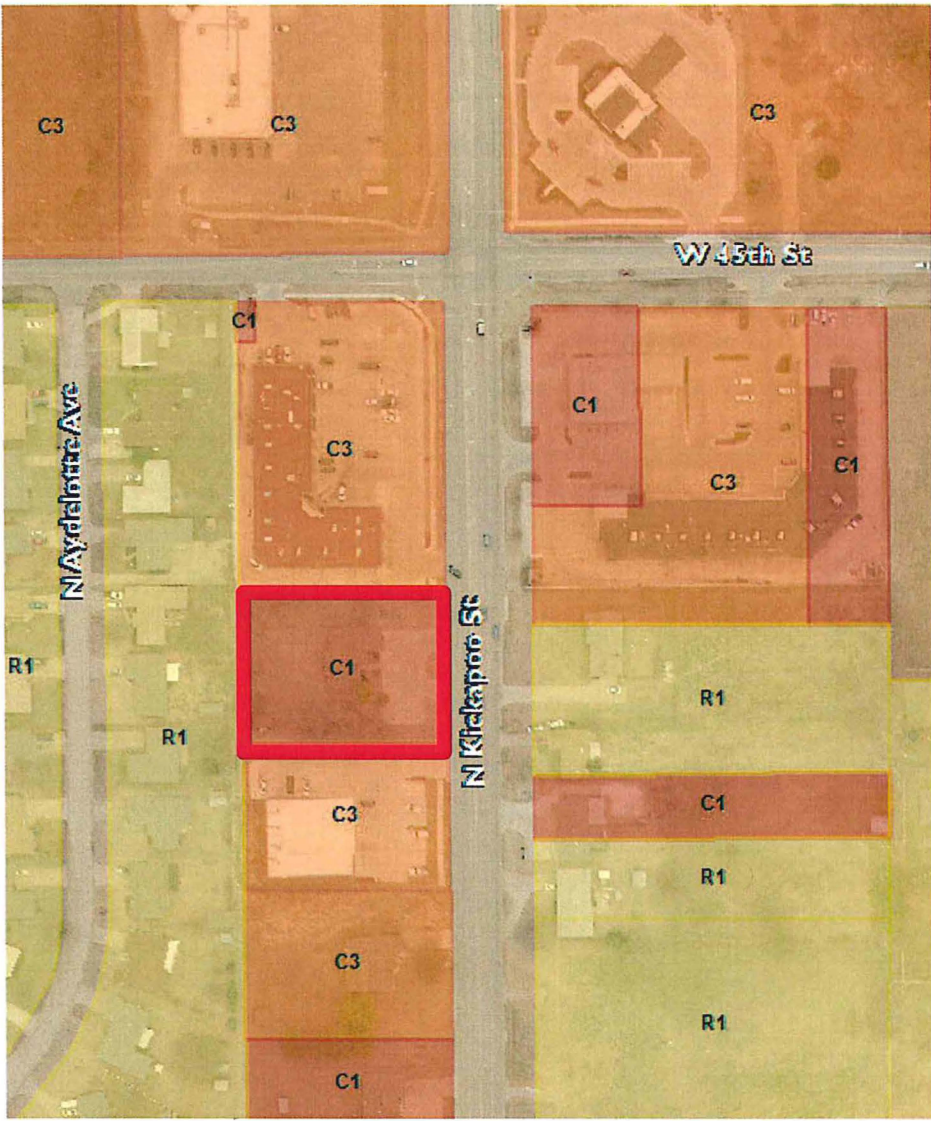
ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org		CASE # P11-17 PUBLIC HEARING DATE: October 4, 2017 CITY COMMISSION DATE: October 16, 2017
APPLICANT: Dennis Morris	4400 N. Kickapoo Shawnee OK 74804	
PROPERTY ADDRESS/LOCATION: 4400 N. Kickapoo Ave. Shawnee, OK 74804		
The applicant, Dennis Morris, is requesting a rezone from C-1 (Neighborhood Commercial) to C-3 (Highway Commercial) with a Conditional Use Permit (CUP) for property located at 4400 N. Kickapoo. The site is generally located on the west side of Kickapoo St., south of the Rib Crib shopping center. The applicant is proposing a two-story mixed-use concept incorporating office space / retail on the ground floor with residential units above. The subject site is approximately 0.72 acres in size and is primarily surrounded by commercial uses. A rezone to C-3 does conform with the Shawnee Comprehensive Plan and remains consistent with similar rezoning cases in the area. In the C-3 zoning district, a CUP is required to incorporate residential use within a commercial structure. Based on the current mix of uses on Kickapoo Street, Staff has no objection to allowing this mixed-use concept.		

EXISTING ZONING: C1	EXISTING LAND USE: Commercial	SURROUNDING ZONING & LAND USE: R-1 (Single Family Residential) C-1(Neighborhood Commercial) C-3 (Highway Commercial)	School District: I-93	PROPERTY SIZE: 0.72 Acres
STAFF RECOMMENDATION				
Based on consistency with the Shawnee Comprehensive Plan and the Shawnee Zoning Code, Staff does hereby recommend approval for the proposed from R1 (Single Family Residential) to C3 (Highway Commercial) with a conditional use permit (CUP).				
APPROVE		APPROVE WITH CONDITIONS	DENY	
If approved for rezone, any construction on site would require: 1. A six (6') foot sidewalk along Kickapoo Street. 2. Landscaping to cover 10% of the overall site. 3. Façade treatment to a total of 60% where facing Kickapoo St. 4. Appropriate off-street parking. Staff has received no letters of protest from surrounding property owners.				
ATTACHMENTS:	SUBMITTED PLANS	PUBLIC HEARING PETITION/ APPLICATION FORM	LEGAL NOTICE	LEGAL DESCRIPTION
PUBLIC COMMENTS	AGENCY COMMENTS		RESPONSE TO STANDARDS	

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

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

For Office Use Only

Case Number: P1147
Project Number: 170868
Date Filed: 8-21-17
Cheylene Pettigrew
Planning Commission Secretary

REQUEST:

☒ Rezoning
☐ Conditional Use Permit

☒ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from C1 District to C3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 4400 N Kickapoo

LEGAL DESCRIPTION: _____

PROPERTY OWNER (S): DAG Properties LLC

PROPERTY AGENT (APPLICANT): Dennis Morris

APPLICANT'S ADDRESS: 4400 N Kickapoo

CITY: Shawnee STATE: OK ZIP: 74801

EMAIL ADDRESS: dennis.morris.izah@statefarm.com

TELEPHONE NUMBER: (405) 275-1543 CONTACT NUMBER: (405) 596-9202

DIMENSIONS OF PROPERTY: AREA: 30,000 WIDTH: 150
LENGTH: 200 FRONTAGE: 150

CURRENT ZONING: C1 CURRENT USE: office

PROPOSED ZONING: C3 PROPOSED USE: office/retail/residential

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

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

Dennis Morris
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00
RECEIPT NO. 02076221

PLANNED UNIT DEVELOPMENT FEE \$ 550.00
SIGN DEPOSIT \$ 50.00

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

PLANNING COMMISSION ACTION: Approved DATE: 10-24-17

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P11-17

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

The property requesting rezoning is described as follows:

Lot Seven (7), Block Two (2), of COLLEGE VIEW ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

General Location Known As:	<u>4400 N. Kickapoo Street, Shawnee, OK</u>
Current Zoning Classification:	<u>C-1; Neighborhood Commercial District</u>
Requested Zoning Classification:	<u>C-3; Highway Commercial District</u>
Proposed Use of Property:	<u>Retail / Office / Residential</u>
Applicant:	<u>Dennis Morris</u>

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

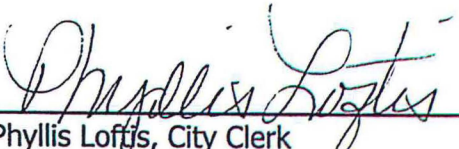
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

October 4 th , 2017	AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
October 16 th , 2017	AT 6:30 P.M.:	CITY OF SHAWNEE CITY COMMISSION

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

Witness my hand this 14th day of September, 2017.




Phyllis Loffis, City Clerk

CASE # P11-17
REZONE FROM C-1 TO C-3
4400 N. KICKAPOO ST.



CERTIFICATE OF BONDED ABTRACTOR
300 FEET RADIUS REPORT

STATE OF OKLAHOMA)
)§:
COUNTY OF POTTAWATOMIE)

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

Lot Seven (7), Block Two (2), of COLLEGE VIEW ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

And find the following owners, addresses and brief legal descriptions on the attached pages.

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

Dated: 16th of August, 2017

Choice Title & Abstracting

By: 

Christopher H. Silvia Abstractor, License#4645
O A B Certificate of Authority #0167

OWNERSHIP LIST

D G PROPERTIES LLC
4400 N KICKAPOO
SHAWNEE OK 74804

OWNER	LOT	BLK	ADDITION
CITY OF SHAWNEE PO BOX 1448 SHAWNEE OK 74802	9	2	COLLEGE VIEW N40' OF W20'
LIFESTYLE PLAZA LLC 4420 N KICKAPOO SUITE 500 SHAWNEE OK 74804	9	2	COLLEGE VIEW LESS N40' OF W20'
LIFESTYLE PLAZA LLC 4420 N KICKAPOO SUITE 500 SHAWNEE OK 74804	8	2	COLLEGE VIEW
O'REILLY AUTOMOTIVE STORES INC RYAN LLC 06116 CHICAGO IL 60606	6	2	COLLEGE VIEW
SKS HOLDINGS LLC 8801 NW 119TH ST OKC OK 73162	5	2	COLLEGE VIEW
DAO & CYNTHIA NGUYEN 4404 KENT ROAD SHAWNEE OK 74801	1	3	BISON
BARBARA J FIELDS 4410 N AYDELOTTE SHAWNEE OK 74804	20	3	BISON
LEROY C JONES REVOC TRUST 15 JUEL DR SHAWNEE OK 74804	19	3	BISON
DANA LEVISAY 4406 N AYDELOTTE SHAWNEE OK 74804	18	3	BISON
LORENE FIELDS 2 SPRINGBROOK RD SHAWNEE OK 74804	17	3	BISON
RICHARD & ROBIN GARREN 4402 N AYDELOTTE SHAWNEE OK 74804	16	3	BISON
CHARLES STORY 4310 N AYDELOTTE SHAWNEE OK 74804	15	3	BISON
SCOTT HIGGINS 4308 N AYDELOTTE SHAWNEE OK 74804	14	3	BISON

OWNERSHIP LIST

D G PROPERTIES LLC
4400 N KICKAPOO
SHAWNEE OK 74804

JOHN & JEAN BLANTON 5 CONCORD BLVD SHAWNEE OK 74804	13	3	BISON
MARY KATHRN MELTON 4304 N AYDELOTTE SHAWNEE OK 74804	12	3	BISON
MARCIAL ESCOBEDO 11127 NS 3500 RD PRAGUE OK 74864	1	1	BISON
MARION O PINSON TRUST C/O STEVEN PINSON 46061 E MACARTHUR SHAWNEE OK 74804	2	1	BISON
LARA BAILEY 4407 N AYDELOTTE SHAWNEE OK 74804	3	1	BISON
DAO & CYNTHIA NGUYEN 4404 KENT ROAD SHAWNEE OK 74801	4	1	BISON
BOBBY BROWN 4403 N AYDELOTTE SHAWNEE OK 74804	5	1	BISON
JASON HICKOX 4401 N AYDELOTTE SHAWNEE OK 74804	6	1	BISON
CHRISTOPHER & CHRISTINA FLEMING 4311 N AYDELOTTE SHAWNEE OK 74804	7	1	BISON
ANNA BOLERJACK PO BOX 56 STERLING OK 73567	8	1	BISON
ROGER CORMAL MCMAHAN 4307 N AYDELOTTE SHAWNEE OK 74804	9	1	BISON
KATIE ELIZABETH ALLEN 4305 N AYDELOTTE SHAWNEE OK 74804	10	1	BISON
MANOI ADAIR 4303 N AYDELOTTE SHAWNEE OK 74804	11	1	BISON

OWNERSHIP LIST

D G PROPERTIES LLC
4400 N KICKAPOO
SHAWNEE OK 74804

FIRST STATE BANK & TRUST CO WENDI VANSICKLE PO BOX 130 DURANT OK 74702			PT NWNW 6-10-4 4439 N KICKAPOO
SHAWNEE KICKAPOO ENTERPRISES LLC PO BOX 130 DURANT OK 74702			PT NWNW 6-10-4 4409 N KICKAPOO
ELBERT & BETTE BENTON 719 W DEWEY SHAWNEE OK 74801			PT NWNW 6-10-4 4401 N KICKAPOO
INTEGRO HOLDING CO LLC PO BOX 720125 OKC OK 73172			PT NWNW 6-10-4 4337 N KICKAPOO
CHARLES SALES 4331 N KICKAPOO SHAWNEE OK 74804			PT NWNW 6-10-4 4331 N KICKAPOO
INTEGRO HOLDING CO LLC PO BOX 720125 OKC OK 73172			PT NWNW 6-10-4 4325 N KICKAPOO
HOUSING AUTHORITY OF THE SAC & FOX NATION			PT NWNW 6-10-4 LOT SOUTH OF 4325 N KICKAPOO

ORDINANCE NO. _____NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOT SEVEN (7), BLOCK TWO (2), OF 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 WITH CONDITIONAL USE PERMIT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 16th day of October, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification C-1; Neighborhood Commercial District to C-3; Highway Commercial District with Conditional Use Permit.

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

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

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: LOT SEVEN (7), BLOCK TWO (2), OF 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 WITH CONDITIONAL USE PERMIT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2017.

JOSEPH VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

5.

Meeting Date: 10/16/2017

P12-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 39110 West MacArthur Street from RE; Residential Estates District to C-3; Highway Commercial District. Case No. P12-17.

Applicant: Nelmon Brauning

Attachments

P12-17 Staff Rpt

P12-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Nelmon Brauning

FOR: Rezone

LOCATION: 39110 W. MacArthur Street, Shawnee, OK

PROJECT#: 170903 Case# P12-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION:

RE; Residential Estates District

REQUESTED CLASSIFICATION:

C-3; Highway Commercial District

PROPOSED PROPERTY USE:

Commercial

PLANNING COMMISSION MEETING DATE: October 4th, 2017

PLANNING COMMISSION RECOMMENDATION: Motion passes

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
WALKER	X		X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)			X			
KIENZLE		X	X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

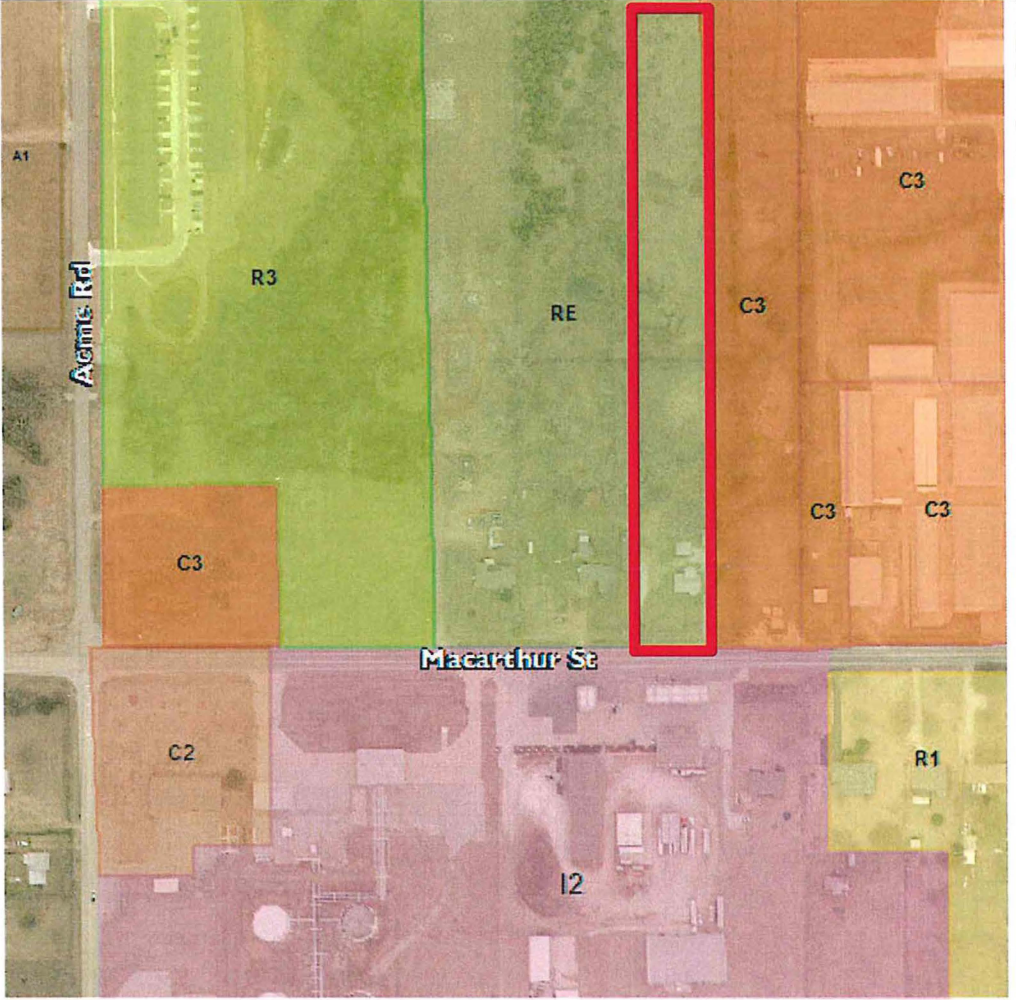
ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org		CASE # P12-17 PUBLIC HEARING DATE: October 4, 2017 CITY COMMISSION DATE: October 16, 2017
APPLICANT: Nelmon Brauning	35963 EW 99A Seminole, OK 74868	(405) 370-0394
PROPERTY ADDRESS/LOCATION: 39110 Macarthur St. Shawnee, OK 74804		
The applicant, Nelmon Brauning, is requesting a rezone from RE (Residential Estates) to C-3 (Highway Commercial) for property located at 39110 W. MacArthur St. A proposed use has not been indicated for this site, but will of course be bound to allowances in the C-3 zoning district. The property is approximately 5 acres in size and contains two (2) vacant structures. Prior to construction, these structures will be removed. The site is adjacent to a variety of zoning classifications, including C-3 (Highway Commercial), I-2 (Light Industrial), and R-3 (Multi-family Residential). A rezone to C-3 is consistent with the Shawnee Comprehensive Plan and in conformance with similar rezone requests approved on surrounding properties. Staff has no objection to the requested rezone.		

EXISTING ZONING: RE	EXISTING LAND USE: Residence (To be removed)	SURROUNDING ZONING & LAND USE: RE (Residential Estates) R-3 (Multi-Family Residential) C-3 (Highway Commercial) I-2 (Light Industrial)	School District: I-93	PROPERTY SIZE: 5 Acres
STAFF RECOMMENDATION				
Based on consistency with the Shawnee Comprehensive Plan and the Shawnee Zoning Code, Staff does hereby recommend approval for the proposed from RE (Residential Estate) to C3 (Highway Commercial).				
APPROVE		APPROVE WITH CONDITIONS	DENY	
If approved for rezone, any construction on site would require: 1. A six (6') foot sidewalk along MacArthur Street. 2. Landscaping to cover 10% of the overall site. 3. Façade treatment to a total of 60% where facing MacArthur Street. 4. Appropriate off-street parking. Staff has received no letters of protest from surrounding property owners.				
ATTACHMENTS: 1	SUBMITTED PLANS	PUBLIC HEARING PETITION/ APPLICATION FORM	LEGAL NOTICE	LEGAL DESCRIPTION
PUBLIC COMMENTS	AGENCY COMMENTS		RESPONSE TO STANDARDS	
Attachments:				
Exhibit 1: Letter from property owner.				

EXHIBIT

1

August 28, 2017

To whom it may concern,

I Marcial Escobedo, President of Escobedo LLC and owner of the property located at 39110 Macarthur street, Shawnee, Ok. Also known as Beg 1056' East of SW/C SW- West 198' North 1100' East 198' South 1100' to POB. containing 5 (five) acres to the city of Shawnee, hereby give Nelmon Brauning permission to rezone my property from RE to C3.

Respectfully,

Marcial Escobedo *Marcial Escobedo* Date 8-28-2017

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

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

For Office Use Only	
Case Number:	<u>P12-17</u>
Project Number:	<u>170903</u>
Date Filed:	<u>9-6-17</u>
<u>Cherese Pottigrew</u> Planning Commission Secretary	

REQUEST:

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

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from RE District to C3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 39110 MACARTHUR ST. SHA 74804

LEGAL DESCRIPTION: Sec 2-10-3 Beg. 1056' E SW/C SW W 198' N 1100' E 198' S 1100' POB = 5AC

PROPERTY OWNER (S): MARCIAL ESCOBEDO for ESCOBEDO LLC

PROPERTY AGENT (APPLICANT): NELMON BRAUNING

APPLICANT'S ADDRESS: 35963 EW 99A

CITY: SEMINOLE STATE: OK ZIP: 74868

EMAIL ADDRESS: nbrauning@hotmail.com

TELEPHONE NUMBER: (405) 370-0394 CONTACT NUMBER: (405) 370-0394

DIMENSIONS OF PROPERTY: AREA: 5 Acres WIDTH: 198'
LENGTH: 1100' FRONTAGE: 198'

CURRENT ZONING: RE CURRENT USE: Res (To be removed)

PROPOSED ZONING: C3 PROPOSED USE: _____

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

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

Nelson Brauning
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00
RECEIPT NO. 02078234

PLANNED UNIT DEVELOPMENT FEE \$ 550.00
SIGN DEPOSIT \$ 50.00

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

PLANNING COMMISSION ACTION: Approval DATE: 10-4-17

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P12-17

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

The property requesting rezoning is described as follows:

A tract of land described as beginning 1056 feet East of the Southwest Corner of the Southwest Quarter (SW/C SW/4) of Section Two (2), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence West 198 feet; thence North 1100 feet; thence East 198 feet; thence South 1100 feet to the point of beginning.

General Location Known As:	<u>39110 W. MacArthur Street, Shawnee, OK</u>
Current Zoning Classification:	<u>RE; Residential Estates District</u>
Requested Zoning Classification:	<u>C-3; Highway Commercial District</u>
Proposed Use of Property:	<u>Commercial</u>
Applicant:	<u>Nelmon Brauning</u>

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

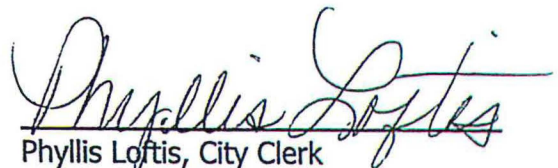
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

October 4 th , 2017	AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
October 16 th , 2017	AT 6:30 P.M.:	CITY OF SHAWNEE CITY COMMISSION

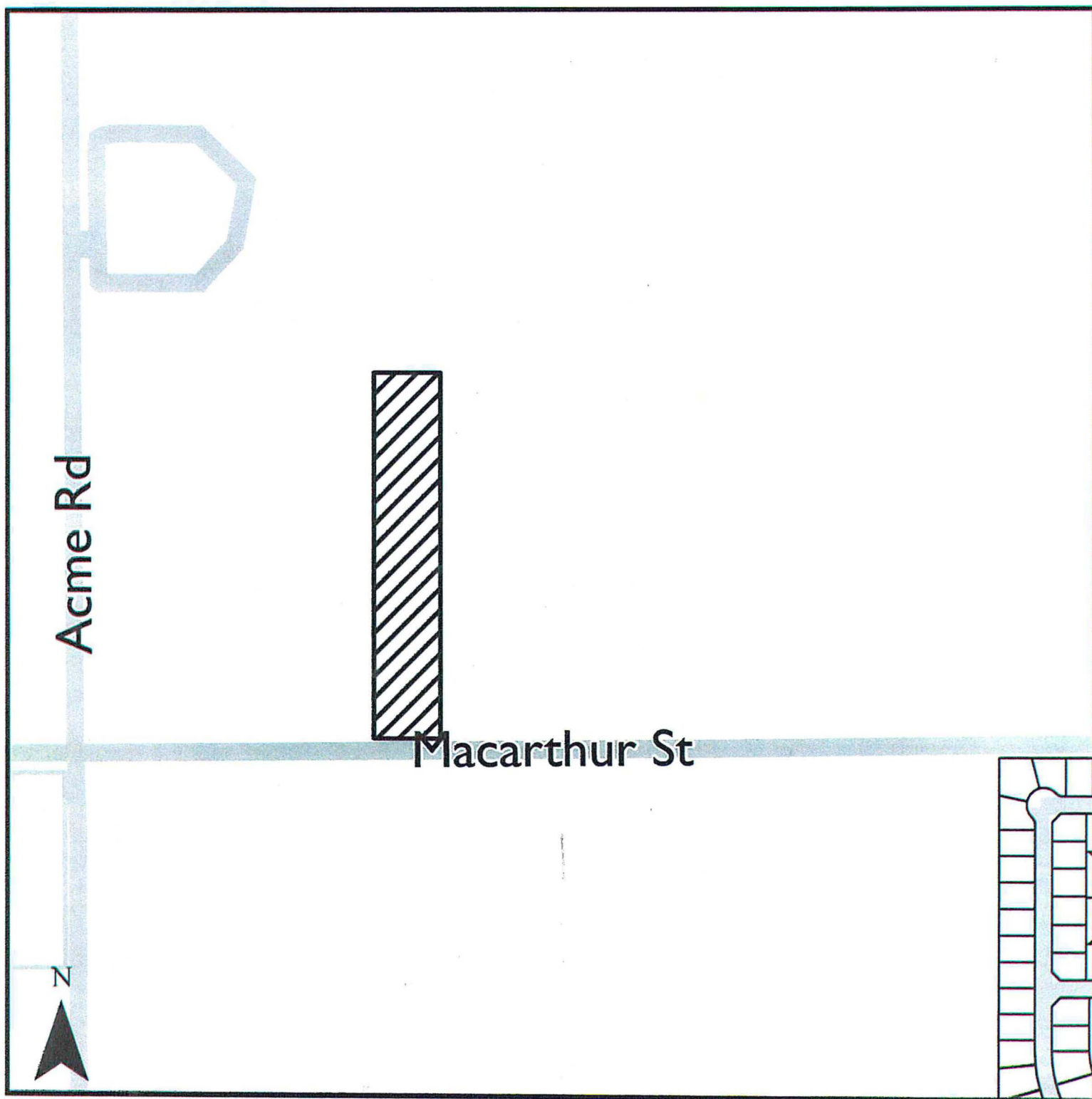
At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition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

Witness my hand this 14th day of September, 2017.




Phyllis Loftis, City Clerk

CASE # P12-17
REZONE FROM RE TO C-3
39110 W. MACARTHUR ST.



CERTIFICATE OF BONDED ABTRACTOR (300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

A tract of land described as beginning 1056 feet East of the Southwest Corner of the Southwest Quarter (SW/C SW/4) of Section Two (2), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence West 198 feet; thence North 1100 feet; thence East 198 feet; thence South 1100 feet to the point of beginning.

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

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

Dated: August 24, 2017 at 7:30 AM

First American Title & Trust Company

By: Michelle Cook

Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017
File No. 2270572-SH99

OWNERSHIP LIST

ORDER NO. 2270572-SH99

DATE PREPARED: September 5, 2017

EFFECTIVE DATE: August 24, 2017

OWNER	LOT	BLK	ADDITION
ESCOBEDO LLC 11127 NS 3500 RD PRAGUE OK 74864-1166			BEG 1056'E SW/C SW W198' N1100' E198' S1100' POB 5.00 Acres (SW 2-10N-3E)
EADS CLAYTON H & JUDY KAYE & ROMBERG FAMILY TRUST & ROMBERG ET AL 106 HUNTINGTON CT SHAWNEE OK 74801-0000 AND ROMBERG, EDWIN WESLEY & CAROLYN ANN PO BOX 321 SHAWNEE, OK 74802-0321 (UNDIV ½ INT)			BEG 1484'W SE/C SW N1320' E164' N660' W264' S1980' E100' TO POB CLAYTON H EADS & JUDY KAYE EADS UNDIV 1/2 INT & ROMBERG FAMILY TRUST & ROMBERG EXEPMT TRUST UNDIV 1/4 INT EACH 7.03 Acres (SW 2-10N-3E)
MACARTHUR STORAGE LLC 39300 MACARTHUR SHAWNEE OK 74804-0000			BEG 1424'W SE/C SW N435 2/3' W60' S435 2/3' E60' POB (SW 2-10N-3E)
MACARTHUR STORAGE LLC 39300 MACARTHUR SHAWNEE OK 74804-0000			BEG 934'W SE/C SW N435 2/3' W490' S195 2/3' E100' S240' E390' POB 4.35 Acres (SW 2-10N-3E)
MACARTHUR STORAGE LLC 39300 MACARTHUR SHAWNEE OK 74804-0000			BEG 1484'W 435.66'N SE/C SW/4 N884.33' E560' S884.33' W560' POB 11.36 Acres (SW 2-10N-3E)
HALE EMMITT J & SUSAN ELAINE 39106 W MACARTHUR SHAWNEE OK 74801-0000			BEG 1782'W SE/C SW N1100' E198' N880' W506' S660' E154' S1320' E154' TO POB 13.33 Acres (SW 2-10N-3E)
HAYNES WILMA 39104 W MACARTHUR SHAWNEE OK 74804-0000			BEG 2090'W SE/C SW N1320' E154' S1320' W154' TO POB TOD TO BILLIE ENGLAND 2014-6648 4.67 Acres (SW 2-10N-3E)

J BENTLEY DEVELOPMENTS LP 20 E 9TH SHAWNEE OK 74801-0000			BEGINNINGSW/C SW/4 N300' POBN188.36' E103.1' N26*9'10"E348.85'N309.26'E2 90' S1108.8' W250' N300' W300' POB 8.72 Acres (SW 2-10N-3E)
SINCLAIR TRANSPORTATION CO PROPERTY TAX DEPT PO BOX 30825 SALT LAKE CITY UT 84130-0825			NW NW NW LESS 3.5A 6.50 Acres (NW 11-10N-3E)
MODERN OIL CO INC P O BOX 218 SHAWNEE OK 74802-0218			BEG 465'W NE/C OF NW NW S660' W150' N660' E150' POB & BEG NW/C NE NW NW E45' S660' W45' N660'POB WAREHOUSE 3.18 Acres (NW 11-10N-3E)
MODERN OIL CO INC P O BOX 218 SHAWNEE OK 74802-0218			BEG 295'W NE/C W/2 NW W170' S215' E170' N215' POB OLD MKS OFFICE (NW 11-10N-3E)
LUM FINANCIAL CORP P O BOX 218 SHAWNEE OK 74801-0000			BEG 165'W NE/C W/2 NW W 130' S215' W170' S445' E 300' N660' POB UNDIVIDED 1/3 INT THIS BELONGS TO SPARKMANS 3.70 Acres (NW 11-10N-3E)
BLOSSOM JOHN C 2309 W MACARTHUR SHAWNEE OK 74801-0000			BEG NE/C NW NW S 660' W165' N660' E165' POB 2.50 Acres (NW 11-10N-3E)
GRAY CORA REVOC TRUST 5811 BRIARGROVE DR WHICTA FALLS TX 76310-0000			BEG 1320'W NE/C E/2 NW S660' E85' N660' W85' TO POB 1.28 Acres (NW 11-10N-3E)

ORDINANCE NO. _____NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING 1056 FEET EAST OF THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER (SW/C SW/4) OF SECTION TWO (2), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN; THENCE WEST 198 FEET; THENCE NORTH 1100 FEET; THENCE EAST 198 FEET; THENCE SOUTH 1100 FEET TO THE POINT OF BEGINNING, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM RE; RESIDENTIAL ESTATES DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 16th day of October, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification RE; Residential Estates District to C-3; Highway Commercial District.

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

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

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A TRACT OF LAND DESCRIBED AS BEGINNING 1056 FEET EAST OF THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER (SW/C SW/4) OF SECTION TWO (2), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN; THENCE WEST 198 FEET; THENCE NORTH 1100 FEET; THENCE EAST 198 FEET; THENCE SOUTH 1100 FEET TO THE POINT OF BEGINNING, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM RE; RESIDENTIAL ESTATES DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2017.

JOSEPH VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

6.

Meeting Date: 10/16/2017

P13-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 4830 North Harrison Avenue from A-1; Rural Agricultural District, C-3; Highway Commercial District, and R-3; Multi-Family Residential District to PUD; Planned Unit Development. Case No. P13-17. Applicant: Landes Engineering

Attachments

P13-17 Staff Rpt

P13-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Landes Engineering, LLC
FOR: Planned Unit Development
LOCATION: 4830 N. Harrison Avenue, Shawnee, OK
PROJECT#: 170932 Case# P13-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION:

A-1; Rural Agricultural District, C-3; Highway Commercial District & R-3; Multi-Family Residential District

REQUESTED CLASSIFICATION:

Planned Unit Development

PROPOSED PROPERTY USE:

Travel Plaza

PLANNING COMMISSION MEETING DATE: October 4th, 2017

PLANNING COMMISSION RECOMMENDATION: Motion carried 5-0 w/ following conditions:

1. Approval of variance to allow for two seventy (70') foot tall free-standing signs.
2. Any additional, minor corrections to the preliminary plat will be resolved in the PUD Design Statement and Master Plan Map.
3. All other applicable City standards.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)	X		X			
KIENZLE			X			
ROWELL		X	X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

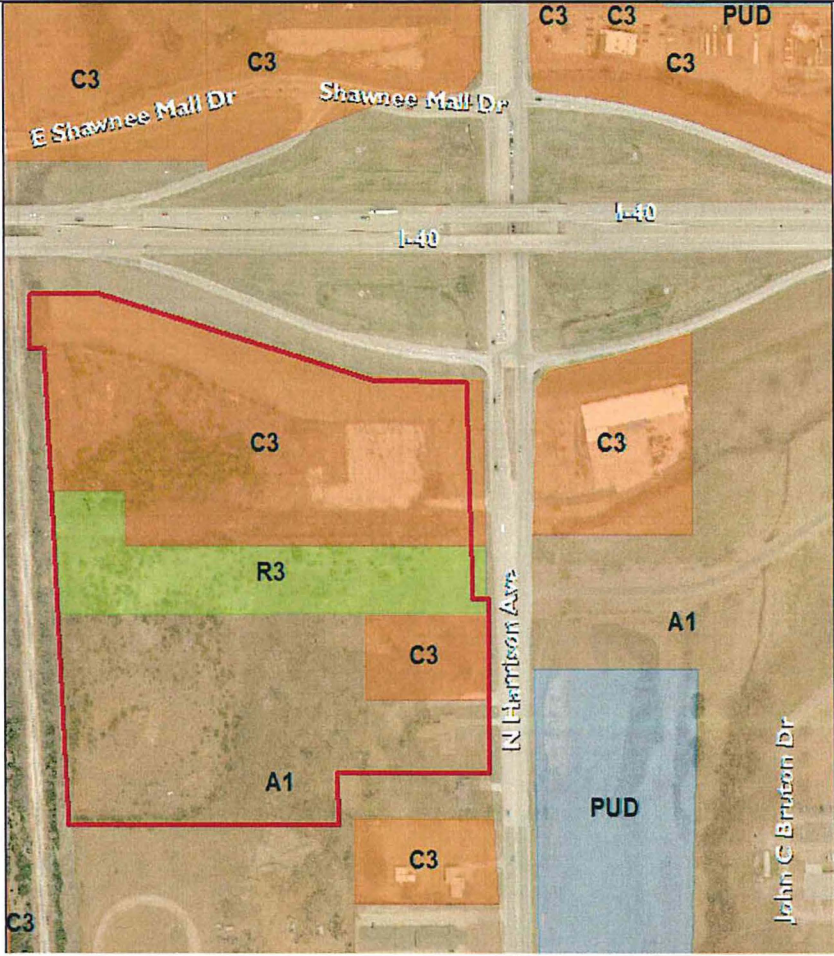
ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org		CASE # P13-17 CASE # S05-17 PUBLIC HEARING DATE: October 4, 2017 CITY COMMISSION DATE: October 16, 2017		
APPLICANT: Landes Engineering, LLC	903 E. 35th St. Shawnee, OK 74804	(405) 275-5388		
PROPERTY ADDRESS/LOCATION: 4830 N. Harrison Shawnee, OK 74804				
SUMMARY OF REQUEST: The applicant, Landes Engineering, has requested Planned Unit Development (PUD) and preliminary plat approval for two (2) developable lots and one (1) outlot located on 21.7 acres of land. The site is generally located at the south-west corner of Interstate – 40 and Harrison Avenue (Highway-18). Proposed is the construction of a travel center with additional land reserved for commercial use.				
EXISTING ZONING: C3, R3, A1	EXISTING LAND USE: Vacant	SURROUNDING ZONING & LAND USE: A-1 (Rural Agricultural) C-3 (Highway Commercial) PUD R-3 (Multi-Family Residential)	Number of Lots: 3	PROPERTY SIZE: 21.7
STAFF REVIEW AND ANALYSIS				
Workman's Plaza proposes to create a commercial travel center facility with supporting commercial development. On approximately 21 acres of vacant land, the property will be split into two (2) developable lots with the addition of one (1) outlot to support storm water mitigation. As the site is largely affected by the floodplain, the existing drainage channel will be improved and a Letter of Map Revision (LOMR) will be required				

prior to final approval. Zoning currently includes A-1 (Agricultural), C-3 (Highway Commercial), and R-3 (Multifamily Residential), but upon approval, the PUD will consolidate all land into the C-3 zoning district, which is compatible with the requested use. A PUD, unlike traditional zoning, allows for a degree of "give and take" between the developer and the City to accomplish consistent and unified design over large tracts of land. A PUD consists of a Master Development Map (Exhibit 1) and a Design Statement (Exhibit 2). Together, these two documents provide a detailed narrative for the development project. Approval of a PUD adopts the master plan and replaces any previous zoning classification bound to the property.

Street Improvements and Access

Primary access to the development will be from Harrison Avenue. Workman's Plaza will retain all interior drives as private drives, designated for vehicles and trucks. There is to be up to two (2) drainage ditch bridge crossovers for access to Lot 2, the northern-most lot. The street plan also indicates dedication of additional street right-of-way (ROW) in the event a highway service road is built in the future.

Utility Improvements

The site will be served by existing public utilities, including water and sewer lines. Due to the FEMA flood plain covering 50% of the project site, the existing drainage channel will be privately improved and maintained to increase developable land. Prior to completion of the proposed project, a Letter of Map Revision (LOMR) will be required for Staff review.

Signage

Three (3) total freestanding signs are proposed. Two of the three are located on the sites northern perimeter and include a requested height allowance of 120'. The third and final freestanding sign is located along Highway-18 and will be 40' in height. Free-standing signs may be allowed up to forty (40') feet in height within one-half (1/2) mile of Interstate – 40. Historically, the City of Shawnee has approved variances to this requirement on properties located south of the Interstate, due to the lower elevation. Directly east of the subject site, a variance has been approved for Collision Works (Case #Z10-06), located at 4881 N. Harrison Ave., to construct a free-standing sign at a height of seventy (70') feet. Staff will recommend the sign height to be no higher than this 70' allowance, set by precedents.

Architecture and Landscaping

All landscaping and architectural design will be compliant with the City of Shawnee Zoning Code. To create an aesthetically pleasing development, a minimum of 10% of the site will be landscaped. This shall include parking lot perimeter landscaping, landscape islands for every twelve (12) parking spaces, and additional, evenly spaced landscaping throughout each lot.

Requested Variances

The single variance from City Code requested is for two (2) 120' tall free-standing signs.

Staff has reviewed the submitted plans, finding that the development is in conformance with the City's Comprehensive Plan, Zoning Code, and Subdivision Regulations.

Staff Recommendations

Staff recommends **approval** for the proposed rezone from A-1, R-3, and C-3) to PUD (Planned Unit Development) with the following conditions:

1. Approval of variance to allow for two seventy (70') foot tall free-standing signs.
2. Any additional, minor corrections to the preliminary plat will be resolved in the PUD Design Statement and Master Plan Map.

3. All other applicable City standards.

Staff recommends **approval** for the Workman's Plaza Preliminary Plat 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. Any additional, minor corrections to the preliminary plat must be corrected, as deemed necessary by City Staff.
4. Completion of a FEMA Letter of Map Revision (LOMR) prior to Final Plat approval.
5. All other applicable City standards apply.

APPROVE

APPROVE WITH CONDITIONS

DENY

Staff has received no letters of protest from surrounding property owners.

**ATTACHMENTS:
(CIRCLE)**

**SUBMITTED
PLANS**

**PUBLIC HEARING
PETITION/
APPLICATION FORM**

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

Attachments:

Exhibit 1: PUD Master Plan Map / Preliminary Plat
Exhibit 2: PUD Design Statement

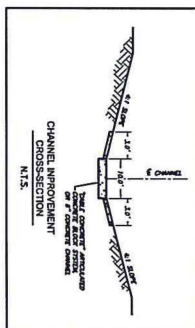
WORKMAN'S PLAZA

A PART OF THE SE/4 OF SECTION THIRTY-ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) NORTH OF THE INDIAN MERIDIAN, SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA

EXHIBIT 7



- [illegible]



LEGAL DESCRIPTION

[illegible]

Note To Contractors
Call Only 1-800-522-6543

VON UNTEN NACH OBEN

LOCATION OF UNDERGROUND UTILITY SERVICES. CONTRACTORS MUST CONTACT THE MAJOR PRIOR TO ANY EXCAVATION OR CONSTRUCTION.

EVERY EFFORT HAS BEEN MADE TO LOCATE AND IDENTIFY APPROXIMATE

LOCATIONS OF UNDERGROUND UTILITIES ARE NOT NECESSARILY AS SHOWN. IT IS THE RESPONSIBILITY OF THE OPERATOR TO LOCATE AND IDENTIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.

CONSTRUCTION TO UPOOL AND PAVING ALL SIDEWALKS. CONSTRUCTION MUST CONTACT ALL UTILITIES PRIOR TO ANY CONSTRUCTION.

Journal of Management Inquiry 23(4)

Revisions		
No.	Date	Issue
1	06/23/2017	MADE UPS FOR CITY REVIEW

Richard L. Lindsey, P.E. #8679 Date

LANDES ENGINEERING L.L.C.
www.landesengineering.net
 903 E. 35th Street • P.O. BOX 1032
 Shawnee, OK 74802-1032
 (405) 275-5388 • Fax (405) 275-9047
 CA # 2260 EXP. 6-30-19

Client Taylor Workman	
Project Shawnee 4 OK	
Project Title Preliminary Plat	
Design Brent rrl	Client RL Date 09/05/2017
	1 of 1

Master Plan of
Workman's Plaza
A Planned Unit Development

EXHIBIT
2

September 2017
Revised

In the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11)
North, Range Four (4) East I.M.,
City of Shawnee, Pottawatomie County, OK

OWNER/DEVELOPER

Taylor Workman
200 Collum Lane W
Alma, AR 72921

DEVELOPMENT CONSULTANTS

Landes Engineering, LLC
903 E. 35th Street
Shawnee, OK 74804

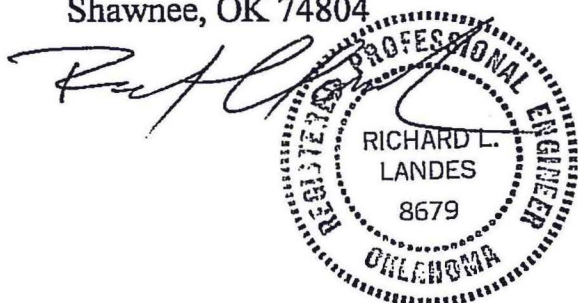


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The following attachments are hereby incorporated into the PUD. These attachments are:

- Map 1. Pollard & Whited ALTA Survey 2004
- Map 2. City of Shawnee Zoning Map
- Map 3. "Google" aerial photo 2017
- Map 4. FEMA FIRM Panel 70 of 550 Pottawatomie County 2010
- Map 5. Reed's Surveying Topographic Survey 2009
- Map 6. Preliminary FEMA FIRM Panel 2016
- Map 7. Preliminary FEMA Map and Calculations
- Drawing 8. Workman's Travel Center rendering
- Drawing 9. Workman's Plaza Development – PUD – Plan - Layout

PUD

Workman's Plaza

A Planned Unit Development in the City of Shawnee, Oklahoma

PART 1: DESIGN STATEMENT

• OWNER/DEVELOPER

Taylor Workman
200 Collum Lane W
Alma, AR 72921

• LEGAL DESCRIPTION

A tract of land beginning at the Northeast Corner of the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence South 1121 feet; thence West 389 feet; thence South 112 feet; thence West 692 feet to the East side of the A.T. & S.F. Railway Company right-of-way; thence North along the East side of the right-of-way to a point 1204.60 feet West of the Northeast Corner of the Southeast Quarter; thence East 1204.6 feet to the Point of Beginning less and except a strip, piece or parcel of land lying in part of the Southeast Quarter (SE/4 of Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma. Said parcel of land described by metes and bounds as follows: Beginning at a point on the present West right-of-way line of State Highway No. 18, a distance of 33.44 feet West of and 915.06 feet South of the NE Corner of said SE/4; thence North and Northwesterly along said right-of-way a distance of 265.87 feet to a jog in said right-of-way; thence West along said jog a distance of 40.00 feet; thence S06°53'15"E a distance of 266.07 feet; thence N89°17'35"E a distance of 30.00 feet to the Point of Beginning, containing 0.24 acres, more or less. All bearings contained in this description are based on the Oklahoma State Plane Coordinate System and are not astronomical bearings. Less and except the dedication deed for public highway recorded in Book 170 Page 21.

ALTA Survey – 2004 – Rodger Whited LS 1298, Pollard & Whited Survey (Map 1)

• PLANNED UNIT DEVELOPMENT CONSULTANTS

Master Development Plan and engineering/subdivision documents prepared by:

Landes Engineering
903 E. 35th Street
Shawnee, Oklahoma 74801
(405)275-5388

• **GENERAL PLANNED UNIT DEVELOPMENT CONCEPT**

The general concept for the 21.23 acre Workman's Plaza is to create a commercial Travel Center Facility and support development for direct access into the City of Shawnee from I-40 at Highway 18 (Harrison Ave.) intersection. The concept would include immediate I-40 access for full fuel service, rest areas, restaurant, hotel and other services for I-40 and local users with proposed south side I-40 access road west to Kickapoo with space available for other services and other commercial facilities.

The PUD would be developed in a 2 to 4 lot development with the primary Lot 1 being Workman Travel Center, approximately 12± acres, 2.6 acres in open space for drainage improvements (FEMA Standard), utility easement and open landscape (Redbud) dog/walk exercise area, 6 acres for hotel or other Plaza compatible commercial use and the field area reserved for south side I-40 access road, with the remainder in drainage and other facilities.

• **EXISTING ZONING AND LAND USES**

The property at present is non-occupied with various zoning areas of A-1, C-3 and R-3 per City of Shawnee zoning map (Map 2) for past uses.

The remains of a restaurant parking lot and single family residence are in place but are not occupied.

The adjacent areas include limited uses, railway, solid waste transfer station, non-occupied residence, commercial development, technology center, an auto repair/body shop and I-40 intersection with Highway 18 (Harrison Ave.).

The area is shown on the attached "Google" aerial photo map 2017 (Map 3).

• **ZONING - COMPREHENSIVE MASTER PLAN RECOMMENDATIONS**

The Shawnee Zoning Master Plan shows the area to be in commercial zoning to C-3 for multiple commercial uses.

• **SUBDIVISION IMPROVEMENTS – DESCRIPTION**

Upon approval of a PUD Master Plan and the Ordinance of Rezoning the developer will prepare or request approval of a Preliminary Plat for the entire development area.

1. WATER

The City of Shawnee water distribution – 12 inch water line is shown by Atlas on the west side of Highway 18 (Harrison Ave.). The plans and ODEQ Permit to bore Highway 18 and extend an 8" water line to the PUD development to provide potable water and fire protection loop would be developed, though a fire hydrant was located on site that will be evaluated. The water line would

extend west for future extension and bore under railroad to extension for future (by others) loop to water lines serving Kickapoo St.

2. SANITARY SEWER

The City of Shawnee collector sewer line from Kickapoo St. to North side Treatment Plant which crosses west to east on south side of drainage ditch is existing as located in field, though no easement was noted in the 2004 ALTA survey. The City sewer would be placed in a utility/drainage easement across PUD for service connections. Sewer will need evaluation to assure above final FEMA flood elevation.

3. STORM WATER DRAINAGE AND DETENTION

Development storm water detention construction improvements for Travel Center and/or north site drain per pre-post determination would be provided with controlled discharge into the natural redeveloped stormwater channel under FEMA-FIRM and ordinance requirements. The development stormwater detention operation and maintenance will be private maintenance through a Property Owners Association.

4. FEMA – FLOOD PLAIN - CLOMR

The FEMA – Flood Plain – 2010 map data has been reviewed as Zone A, no floodway or base flood elevation determined for the proposed PUD site, but over 50% of the site shown as flood zone. Map 4.

The base topographic survey by Reed Surveying (Map 5 attached) has been reviewed.

The FEMA – Base studies were requested from FEMA upstream and downstream, obtained and reviewed through established hydrological standard programs HEC-RAS and existing topographic data from Reed Surveying data.

The base 100 year flood elevation (BFE) per these reviews has been preliminarily determined at elevation of 980.5. All occupied improvements would be 2 feet above the final BFE with some area requiring 1 to 6 feet of fill in the southeast area of Lot 1 being required for total site above BFE. (Calculations attached, Map 6).

A preliminary FEMA-FIRM map revision with proposed publication in 2018 for Shawnee, has been reviewed, pending public hearing and possible revision. The proposed Workman's Plaza PUD site was reviewed from the data at FEMA website with a proposed FEMA BFE with no improvements to channel at elevation 978. (attached preliminary Map 7). The calculations were reviewed and Landes Engineering's calculated BFE is more conservative at a higher elevation but final computations and review will be required with FEMA. A preconstruction hydrology plan for establishing design with CLOMR for site design would be prepared and submitted to City of Shawnee and FEMA if PUD zoning and base preliminary plat are approved.

5. DRAINAGE CHANNEL IMPROVEMENTS

The existing drainage channel is proposed for improvement, widening and lining to provide better stormwater flow as part of the FEMA and City Ordinances. The improvements would be reviewed by City with proposed acceptance as City sanitary and drainage improvement with possible acceptance of maintenance by City and State as public facilities within public easement.

6. OTHER UTILITIES

The Workman Plaza PUD is already served with other utilities along the Highway 18 (Harrison Ave.) right-of-way with OG&E electric, ONG gas, telephone in place with capacity to support the proposed development.

7. STREET DESIGN AND IMPROVEMENTS

The intent of the Workman's Plaza PUD is to retain all interior drives as private drives with designated routes for vehicles and trucks. Either one (1) or two (2) drainage ditch bridge crossovers are proposed with SH 18 standard design for access to the north side (Lot 2) development area. The Highway 18 (Harrison Ave.) frontage is limited for direct access on north side of drainage to meet city and state requirements for potential full development from public street access, therefore private access is proposed in the PUD.

The street plan would also include the possibility of right-of-way for a public street as I-40 south side access road. This access road may require ODOT intersection changes to provide south side access and I-40 south side access is presently not part of Plaza PUD.

8. SIDEWALK

A sidewalk along Highway 18 (Harrison Ave.) of 6 foot width in accordance with Shawnee Ordinance along with American Disability Act (ADA) access requirements, pending PUD development.

9. LANDSCAPING

Landscaping and screening plan will be provided to meet City of Shawnee requirements with control and adjacent areas to parking. The plan will consider the City of Shawnee "Redbud" designation with Highway 18 being one of the main I-40 access points.

Individual parcels if sold would be part of PUD commercial association with requirement to meet landscape requirements, again with emphasis of the redbud designation.

10. PARKING

Parking for private vehicles, RV's and trucks in the base Workman's Travel Center are partially indicated but number of handicap parking spaces will meet or exceed City of Shawnee conventional zoning requirements. Joint use agreements for parking would be submitted for PUD facilities in

necessary for City approvals with executed joint use agreements at the time of building permits for developments on Lot 2, north side of Plaza.

No parking would be allowed that would prevent emergency vehicle access, i.e. fire lanes or other.

Area right-of-way for south side I-40 road access is shown for dedication pending development and access to meet ODOT, City and other standards.

11. SIGNS

A portion of the Workman's Plaza PUD would request variant to allow elevated location signs at the shown locations at the northwest and northeast corners of the property to a height of 120 feet or sufficient for visibility from I-40. The sign elevation would exceed the City of Shawnee Ordinance height of 24 feet at these locations. Signage on Highway 18 (Harrison Ave.) would follow city ordinance. Signs within the PUD would identify fire lanes and other usage areas at less than 24 feet and to prevent sight distance restrictions. These elevated signs would be adjacent to the reserved right of way for I-40 south side access road as shown on Master Plan.

All elevated signs would be submitted with engineer plans and seals to assure foundation and sign are designed for weight, wind load conditions for city approval.

12. SITE PLAN REVIEW

All site development within the Workman's Plaza will be submitted to the City of Shawnee as required by City, PUD Ordinance for building permit, stage to assure conformance to building codes, city standards, and PUD regulations not necessarily limited to easements, utility requirements, parking, landscaping, ADA, Pre/Post stormwater detention, FEMA-Flood zone, access to properties with joint use agreement, with specifics to the city façade requirements (60%).

• PUD – SPECIFIC TRACT DEVELOPMENT REGULATIONS

A Planned Unit Development permits the owner/developer to add or restrict uses to develop the character and create the desired concept and environment area entry to the Shawnee Redbud theme while providing a positive commercial development.

This PUD would establish a two (2) Block Master Plan for development with the existing restrictions of FEMA Flood Zone – drainage issues, with private and public road access considerations.

The Flood Zone area drainage issue can be addressed with full stormwater analysis for flooding and proper drainage solutions.

The public street access, Highway 18 (Harrison Ave.) can be access controlled with two access points to public road and internal access-parking for full development with FEMA approved drainage and topographic features. The central area is designated as drainage, utility and landscape open area for dog and travelers walking area.

The Workman's Travel Center is the primary commercial anchor for the PUD. The Travel Center provides access to fuel, weigh station, truck rest stop, showers, proprietary restaurant and other services for persons in transit along I-40 and is designated as **Block 1**.

The Travel Center would be developed first with construction pending plans and certification from FEMA of Flood Zone – drainage for accepted plan. The Travel Center construction would begin within the next 6 to 12 months pending FEMA clearance.

BLOCK 2

The north six (6) acres ± would be available for other commercial development tracts as a single use i.e. motel or multiple use i.e. shopping, travel services or other commercial facility compatible with the Travel Center.

Block 2 would be developed after the Travel Center with no specific time frame, but also considering the south I-40 access road development plan progress, with any use being within the Shawnee Master Zoning Plan of C-3 guidelines.

• PUD Critical Item

The critical items for the PUD – Workman's Travel Plaza are:

1. Flood Plain – Drainage – BFE
2. Access to total area through private road and shared access agreement parking
3. Signage – Height visibility from I-40 is critical with low site area non-visible until travelers have passed the location.
4. All other items would be based on City of Shawnee Standards.

PART 2: MASTER DEVELOPMENT PLAN MAP

The following attachments are hereby incorporated into the PUD. These attachments are:

- Map 1. Pollard & Whited ALTA Survey 2004
- Map 2. City of Shawnee Zoning Map
- Map 3. "Google" aerial photo 2017
- Map 4. FEMA FIRM Panel 70 of 550 Pottawatomie County 2010
- Map 5. Reed's Surveying Topographic Survey 2009
- Map 6. Preliminary FEMA FIRM Panel 2016
- Map 7. Preliminary FEMA Map and Calculations
- Drawing 8. Workman's Travel Center rendering
- Drawing 9. Workman's Travel Center Master PUD Preliminary Plan

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

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

For Office Use Only

Case Number: P13-17

Project Number: 170932

Date Filed: 9-5-17

Cheryl Pettigrew
Planning Commission Secretary

REQUEST:

☐ Rezoning

☐ Conditional Use Permit

☐ Rezoning w/Conditional Use Permit

☒ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from A-1, C-3, R-3 District to PUD District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 4830 N. Harrison Ave.

LEGAL DESCRIPTION: See attached

PROPERTY OWNER (S): Kim Rodgers

PROPERTY AGENT (APPLICANT): Landes Engineering, LLC

APPLICANT'S ADDRESS: 903 E. 35th St.

CITY: Shawnee STATE: OK ZIP: 74804

EMAIL ADDRESS: landesengineering@landesengineering.net

TELEPHONE NUMBER: (405) 275-5388 CONTACT NUMBER: ()

DIMENSIONS OF PROPERTY: AREA: 21.7 acres WIDTH: 1027'

LENGTH: 818.06' FRONTAGE: 818.06'

CURRENT ZONING: A-1, C-3, R-3 CURRENT USE: Vacant

PROPOSED ZONING: PUD PROPOSED USE: Travel Plaza

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

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

[Signature]
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

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

RECEIPT NO. 02081075

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

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

PLANNING COMMISSION ACTION: Approval DATE: 10-4-17

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P13-17

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on an application for approval of a Planned Unit Development, which is a special zoning district, on property located within the City of Shawnee.

The applicant requests a Planned Unit Development for the following described property:

A tract beginning in the Northeast corner of the Southeast Quarter (NE/C SE/4); thence South 1121'; thence West 389'; thence South 112'; thence West 692' to the East side of the A.T.&S.F. railroad right-of-way line; thence North along railroad right-of-way to a point 1204.6' West of the Northeast Corner of the Southeast Quarter (NE/C SE/4); thence East 1204.6' to the point of beginning, less and except .24 acres to the State of Oklahoma, all in Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma.

General Location Known As:	<u>4830 N. Harrison Avenue, Shawnee, OK</u>
Current Zoning Classification:	<u>A-1; Rural Agricultural District, C-3; Highway</u> <u>Commercial District & R-3; Multi-Family Residential</u> <u>District</u>
Requested Zoning Classification:	<u>"PUD"</u>
Proposed Use of Property:	<u>Travel Plaza</u>
Applicant:	<u>Landes Engineering, LLC</u>

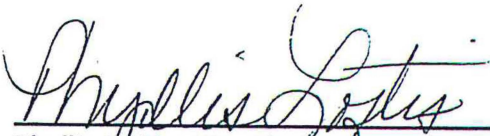
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

October 4 th , 2017 AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
October 16 th , 2017 AT 6:30 P.M.:	CITY OF SHAWNEE CITY COMMISSION

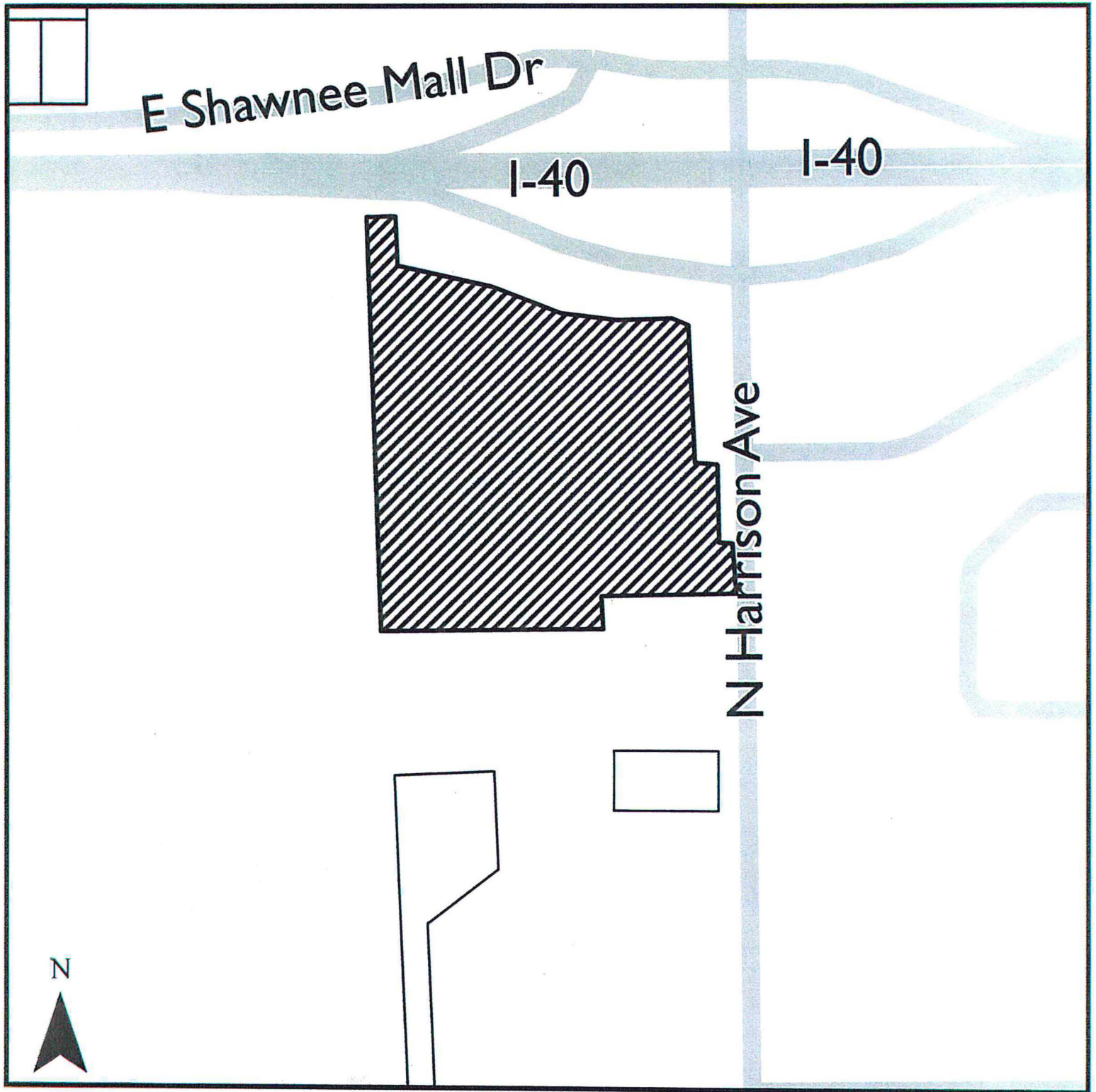
At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the Planned Unit Development. The Commission reserves the right to limit discussion and debate on the proposed Planned Unit Development in the public hearing, in which event those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

Witness my hand this 14th day of September, 2017.




Phyllis Loftis, City Clerk

CASE # P13-17
CONSIDERATION FOR PUD APPROVAL
4830 N. HARRISON AVE.



CERTIFICATE OF BONDED ABTRACTOR
(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

A tract of land beginning at the Northeast Corner of the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence South 1121 feet; thence West 389 feet; thence South 112 feet; thence West 692 feet to the East side of the A.T. & S.F. Railway Company right-of-way; thence North along the East side of the right-of-way to a point 1204.60 feet West of the Northeast Corner of the Southeast Quarter; thence East 1204.6 feet to the Point of Beginning less and except a strip, piece or parcel of land lying in part of the Southeast Quarter (SE/4 of Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma. Said parcel of land described by metes and bounds as follows: Beginning at a point on the present West right-of-way line of State Highway No. 18, a distance of 33.44 feet West of and 915.06 feet South of the NE Corner of said SE/4; thence North and Northwesterly along said right-of-way a distance of 265.87 feet to a jog in said right-of-way; thence West along said jog a distance of 40.00 feet; thence S06°53'15"E a distance of 266.07 feet; thence N89°17'35"E a distance of 30.00 feet to the Point of Beginning, containing 0.24 acres, more or less. All bearings contained in this description are based on the Oklahoma State Plane Coordinate System and are not astronomical bearings. Less and except the dedication deed for public highway recorded in Book 170 Page 21.
ALTA Survey – 2004 – Rodger Whited LS 1298, Pollard & Whited Survey

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

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

Dated: August 31, 2017 at 7:30 AM

First American Title & Trust Company

By: 
Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017

OWNERSHIP LIST

ORDER NO. 2271263

DATE PREPARED: September 14, 2017

EFFECTIVE DATE: August 31, 2017 at 7:30 AM

OWNER	LOT	BLK	ADDITION
RODGERS KIM 4307 LIBERTY CIRCLE SHAWNEE OK 74804-0000			93-SR BEG NE/C SE S1121' W389' S112' W692' TO E RR R/W N ALG RR R/W TO PT 1204.6'W OF NE/C ETC. LESS .24 AC TO STATE OLD RESTAURANT & HOUSE 24.49 Acres (SE4 31-11N-4E)
STATE OF OKLA 200 NE 21ST OKLA CITY OK 73105-0000			93-SU BEG NE/C SE S800.35' W33' N151.65' W100' N347.80' W303.78' NWLY TO RR R/W N124.86' ETC. 6.27 Acres (SE4 31-11N-4E)
BODARD DON TRUST 3701 N HARRISON SHAWNEE OK 74804-0000			93-SR NW SE LESS W.27A & E1/2 SW SE LESS S 4A W1/2 E1/2 SW SE & ALL E1/2 SE W OF RR LESS TR. 49.41 Acres (SE4 31-11N-4E)
TJT HOLDINGS LC 3701 N HARRISON SHAWNEE OK 74804-0000			BEG SE/C SE TH W389.93'TO POB TH W571.67' TH N02*32'01"W 1379.50' TH E 676' TH S 359' TH E348' TH S520.24' TH S37*52'11"W A DIS 636.01' POB LESS 3.63 ACRES PLATTED INTO SHAWNEE TRANSFER STATION & LESS 1.45 ACRES PLATTED INTO BADARD ADDITION SEC 1 21.22 Acres (SE4 31-11N-4E)
DHARSHAN INC 4700 N HARRISON SHAWNEE OK 74804-0000			93-SU BEG 1019'N SE/C SE W348' N159' E348' S159' POB. COLONIAL INN 1.27 Acres (SE4 31-11N-4E)
EDMONSON RANDY D P O BOX 3003 SHAWNEE OK 74802-0000			BEG 1378'N SE/C SE W348' S200' E348' N200' POB 1.60 Acres (SE4 31-11N-4E)

JOHNSON THOMAS T 4720 N HARRISON SHAWNEE OK 74804-0000			93-SU BEG 1378'N SE/C SE N112' W389' S112' E389' POB. 1.00 Acres (SE4 31-11N-4E)
STATE OF OKLA 200 NE 21ST OKLA CITY OK 73105-0000			93-SU BEG SW/C SE NW N335.13' E1320' S339.43' TO SE/C SE NW W1320' POB. 9.90 Acres (31-11N-4E)
COLLISION WORKS OF SHAWNEE OKLA PROPERTIES LLC 4881 N HARRISON ST SHAWNEE OK 74804-0000			BEG 1966'N & 178.5'E SW/C SW N369.59' ALG E R/W HWY I-40 THENCE ON A CURVE TO LEFT A RADIUS OF 1550.39' A DIST OF 324.96' ALONG S R/W HWY I-40 S423.7' W64' S5' W249.5' POB (REC 2006 PG 7376) COLLISION WORKS 2.87 Acres (SW4 32-11N-4E)
SHAWNEE HARRISON LLC %MARTIN SMITH PO BOX 1719 CLINTON OK 73601			BEG 150.08' E SW/C SW4 BEG HWY 18; TH N AND W ON RWY 704' S & W ON RWY 10.0'; TH N & W 954.42' E ON RWY 191.27 S 120.00 for RD & UTLY EASEMENT; TH N & E ALONG S LINE 278.92' TH NELY ALONG S ON CURVE TO LEFT RADISU 458.08 FEET DISTANCE OF 50.57 FEET; TH S, W& PARALLEL WITH W LINE OF W2 SW4 1850.12 TO S LINE W2 SW4 TH S & WEST ALONG S LINE 331.92 FEET TO BEG

CERTIFICATE OF BONDED ABTRACTOR

300 FEET RADIUS REPORT

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

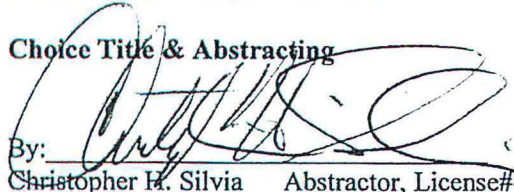
A tract beginning in the Northeast corner of the Southeast Quarter (NE/C SE/4); thence South 1121'; thence West 389'; thence South 112'; thence West 692' to the East side of the A.T.&S.F. railroad right-of-way line; thence North along railroad right-of-way to a point 1204.6' West of the Northeast Corner of the Southeast Quarter (NE/C SE/4); thence East 1204.6' to the point of beginning, less and except .24 acres to the State of Oklahoma, all in Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma.

and find the following owners, addresses and brief legal descriptions on the attached page.

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

Dated: 1st day of September, 2017

Choice Title & Abstracting

By: 
Christopher H. Silvia Abstractor, License #4645-
OAB Certificate of Authority #0167

RECEIVED

SEP 05 2017

PLANNING / CODE

OWNERSHIP LIST
 4830 N HARRISON
 SHAWNEE OK 74804
 KIM RODGERS

OWNER	LOT	BLK	ADDITION/LOCATION
THOMAS T JOHNSON 4720 N HARRISON SHAWNEE OK 74804			4720 N HARRISON SHAWNEE OK 74804
RANDY D EDMONSON PO BOX 3003 SHAWNEE OK 74802			4706 N HARRISON SHAWNEE OK 74804
DHARSHAN INC 4700 N HARRISON SHAWNEE OK 74804			4700 N HARRISON SHAWNEE OK 74804
CENTRAL DISPOSAL 4650 N HARRISON SHAWNEE OK 74804	ALL	ALL	SHAWNEE TRANSFER STATION
DON BODARD TRUST 3701 N HARRISON SHAWNEE OK 74804			PT NWSE 31-11-4 (WEST OF SUBJECT PROPERTY)
COLLISION WORKS OF SHAWNEE OKLA PROPERTIES LLC 4881 N HARRISON SHAWNEE OK 74804			4881 N HARRISON SHAWNEE OK 74804
GORDON COOPER AREA VOCATIONAL TECHNICAL SCHOOL 4801 N HARRISON SHAWNEE OK 74804			4801 N HARRISON SHAWNEE OK 74804
SHAWNEE HARRISON LLC PO BOX 1719 CLINTON OK 73601			PT W2SW 32-11-4 (DOMINO PLAZA)
OKLAHOMA DEPT. OF TRANSPORTATION GENERAL COUNSEL'S OFFICE 200 N E 21ST STREET OKLAHOMA CITY OK 73105			PROPERTY TO THE NORTH OF SUBJECT

PRELIMINARY PLAT APPLICATION



City of Shawnee Planning Department

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

For Office Use Only

Case Number: 505-17
Project Number: 170933
Date Filed: 9-3-17
Amount Paid: \$231.00
Receipt No.: 02081076

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT Landes Engineering, LLC
APPLICANT ADDRESS 903 E. 35th St., Shawnee, OK 74804
APPLICANT PHONE NUMBERS 405.275.5388
EMAIL ADDRESS landesengineering@landesengineering.net
NAME OF PLAT Workman's Plaza
LOCATION 4830 N. Harrison, Shawnee, OK
NUMBER OF ACRES 21.7 NUMBER OF LOTS 2

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 2 6.00
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST 231.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

OWNER/DEVELOPER INFORMATION:

NAME Taylor Workman
ADDRESS 200 Collum Lane W, Alma, AR 72921
CONTACT NUMBERS 479.806.8163
EMAIL ADDRESS taylor@workmans.biz

PROJECT ENGINEER INFORMATION:

NAME Richard L. Landes PE 8679, Landes Engineering LLC
ADDRESS 903 E. 35th St., Shawnee, OK 74804
CONTACT NUMBERS 405.275.5388
EMAIL ADDRESS landesengineering@landesengineering.net

APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

ORDINANCE NO. _____NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND BEGINNING AT THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4) OF SECTION THIRTY-ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE SOUTH 1121 FEET; THENCE WEST 389 FEET; THENCE SOUTH 112 FEET; THENCE WEST 692 FEET TO THE EAST SIDE OF THE A.T. & S.F. RAILWAY COMPANY RIGHT-OF-WAY; THENCE NORTH ALONG THE EAST SIDE OF THE RIGHT-OF-WAY TO A POINT 1204.60 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER; THENCE EAST 1204.60 FEET TO THE POINT OF BEGINNING LESS AND EXCEPT A STRIP, PIECE OR PARCEL OF LAND LYING IN PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION 31, TOWNSHIP 11 NORTH, RANGE 4 EAST, POTTAWATOMIE COUNTY, OKLAHOMA. SAID PARCEL OF LAND DESCRIBED BY METES AND BOUNDS AS FOLLOWS: BEGINNING AT A POINT ON THE PRESENT WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 18, A DISTANCE OF 33.44 FEET WEST OF AND 915.06 FEET SOUTH OF THE NE CORNER OF SAID SE/4; THENCE NORTH AND NORTHWESTERLY ALONG SAID RIGHT-OF-WAY A DISTANCE OF 265.87 FEET TO A JOG IN SAID RIGHT-OF-WAY; THENCE WEST ALONG SAID JOG A DISTANCE OF 40.00 FEET; THENCE S06°53'15"E A DISTANCE OF 266.07 FEET; THENCE N89°17'35"E A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING, CONTAINING 0.24 ACRES, MORE OR LESS. ALL BEARINGS CONTAINED IN THIS DESCRIPTION ARE BASED ON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM AND ARE NOT ASTRONOMICAL BEARINGS. LESS AND EXCEPT THE DEDICATION DEED FOR PUBLIC HIGHWAY RECORDED IN BOOK 170 PAGE 21, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM A-1; RURAL AGRICULTURAL DISTRICT, C-3; HIGHWAY COMMERCIAL DISTRICT, AND R-3; MULTI-FAMILY RESIDENTIAL DISTRICT TO PUD; PLANNED UNIT DEVELOPMENT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 16th day of October, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification A-1; Rural Agricultural District, C-3; Highway Commercial District, and R-3; Multi-Family Residential District to PUD; Planned Unit Development.

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

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to PUD; Planned Unit Development.

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A TRACT OF LAND BEGINNING AT THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4) OF SECTION THIRTY-ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE SOUTH 1121 FEET; THENCE WEST 389 FEET; THENCE SOUTH 112 FEET; THENCE WEST 692 FEET TO THE EAST SIDE OF THE A.T. & S.F. RAILWAY COMPANY RIGHT-OF-WAY; THENCE NORTH ALONG THE EAST SIDE OF THE RIGHT-OF-WAY TO A POINT 1204.60 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER; THENCE EAST 1204.60 FEET TO THE POINT OF BEGINNING LESS AND EXCEPT A STRIP, PIECE OR PARCEL OF LAND LYING IN PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION 31, TOWNSHIP

11 NORTH, RANGE 4 EAST, POTTAWATOMIE COUNTY, OKLAHOMA. SAID PARCEL OF LAND DESCRIBED BY METES AND BOUNDS AS FOLLOWS: BEGINNING AT A POINT ON THE PRESENT WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 18, A DISTANCE OF 33.44 FEET WEST OF AND 915.06 FEET SOUTH OF THE NE CORNER OF SAID SE/4; THENCE NORTH AND NORTHWESTERLY ALONG SAID RIGHT-OF-WAY A DISTANCE OF 265.87 FEET TO A JOG IN SAID RIGHT-OF-WAY; THENCE WEST ALONG SAID JOG A DISTANCE OF 40.00 FEET; THENCE S06°53'15"E A DISTANCE OF 266.07 FEET; THENCE N89°17'35"E A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING, CONTAINING 0.24 ACRES, MORE OR LESS. ALL BEARINGS CONTAINED IN THIS DESCRIPTION ARE BASED ON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM AND ARE NOT ASTRONOMICAL BEARINGS. LESS AND EXCEPT THE DEDICATION DEED FOR PUBLIC HIGHWAY RECORDED IN BOOK 170 PAGE 21, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM A-1; RURAL AGRICULTURAL DISTRICT, C-3; HIGHWAY COMMERCIAL DISTRICT, AND R-3; MULTI-FAMILY RESIDENTIAL DISTRICT TO PUD; PLANNED UNIT DEVELOPMENT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2017.

JOSEPH VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

7.

Meeting Date: 10/16/2017

S05-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Preliminary Plat for Workman's Plaza located at 4830 North Harrison Street. Case No. S05-17. Applicant: Landes Engineering

Attachments

S05-17 Staff Rpt

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Landes Engineering, LLC
FOR: Preliminary Plat for Workman' s Plaza
LOCATION: 4830 N. Harrison Street, Shawnee, OK
PROJECT# 170933 CASE# S05-17

PLANNING COMMISSION MEETING DATE: October 4th, 2017

PLANNING COMMISSION RECOMMENDATION: Motion carried 5-0 w/ 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. Any additional, minor corrections to the preliminary plat must be corrected, as deemed necessary by City Staff.
4. Completion of a FEMA Letter of Map Revision (LOMR) prior to Final Plat approval.
5. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
WALKER	X		X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)			X			
KIENZLE		X	X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

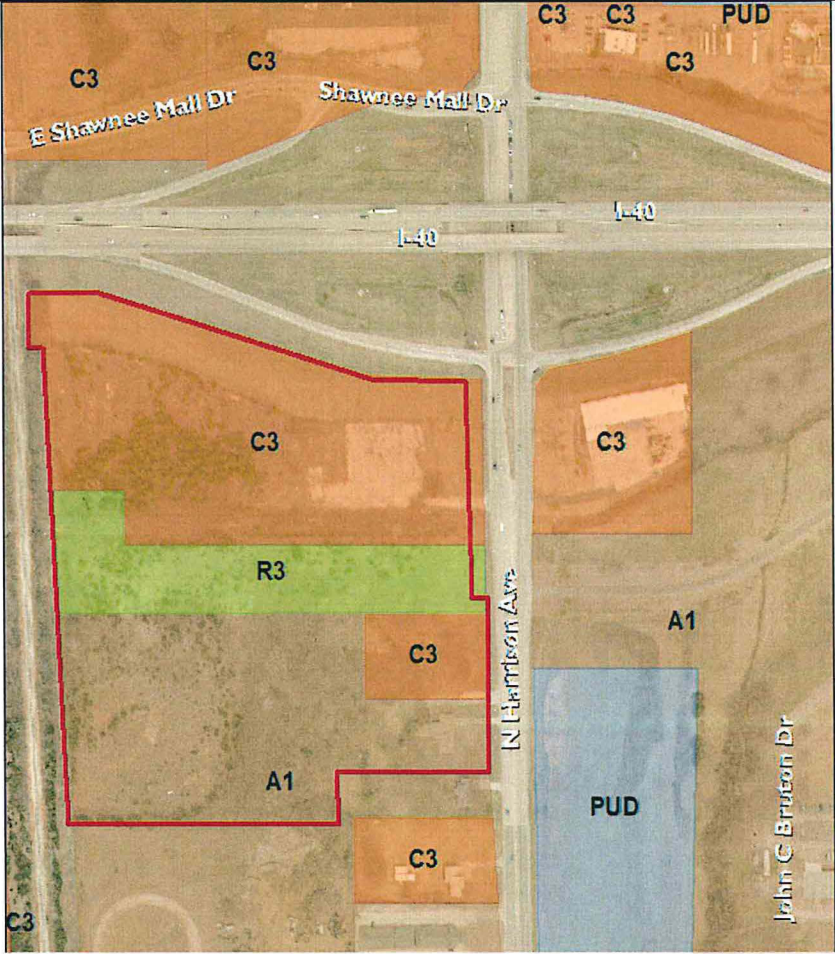
Cheyenne Pettigrew
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org			CASE # P13-17 CASE # S05-17 PUBLIC HEARING DATE: October 4, 2017 CITY COMMISSION DATE: October 16, 2017	
APPLICANT: Landes Engineering, LLC	903 E. 35th St. Shawnee, OK 74804		(405) 275-5388	
PROPERTY ADDRESS/LOCATION: 4830 N. Harrison Shawnee, OK 74804				
SUMMARY OF REQUEST: The applicant, Landes Engineering, has requested Planned Unit Development (PUD) and preliminary plat approval for two (2) developable lots and one (1) outlet located on 21.7 acres of land. The site is generally located at the south-west corner of Interstate – 40 and Harrison Avenue (Highway-18). Proposed is the construction of a travel center with additional land reserved for commercial use.				
EXISTING ZONING: C3, R3, A1	EXISTING LAND USE: Vacant	SURROUNDING ZONING & LAND USE: A-1 (Rural Agricultural) C-3 (Highway Commercial) PUD R-3 (Multi-Family Residential)	Number of Lots: 3	PROPERTY SIZE: 21.7
STAFF REVIEW AND ANALYSIS				
Workman's Plaza proposes to create a commercial travel center facility with supporting commercial development. On approximately 21 acres of vacant land, the property will be split into two (2) developable lots with the addition of one (1) outlet to support storm water mitigation. As the site is largely affected by the floodplain, the existing drainage channel will be improved and a Letter of Map Revision (LOMR) will be required				

prior to final approval. Zoning currently includes A-1 (Agricultural), C-3 (Highway Commercial), and R-3 (Multifamily Residential), but upon approval, the PUD will consolidate all land into the C-3 zoning district, which is compatible with the requested use. A PUD, unlike traditional zoning, allows for a degree of "give and take" between the developer and the City to accomplish consistent and unified design over large tracts of land. A PUD consists of a Master Development Map (Exhibit 1) and a Design Statement (Exhibit 2). Together, these two documents provide a detailed narrative for the development project. Approval of a PUD adopts the master plan and replaces any previous zoning classification bound to the property.

Street Improvements and Access

Primary access to the development will be from Harrison Avenue. Workman's Plaza will retain all interior drives as private drives, designated for vehicles and trucks. There is to be up to two (2) drainage ditch bridge crossovers for access to Lot 2, the northern-most lot. The street plan also indicates dedication of additional street right-of-way (ROW) in the event a highway service road is built in the future.

Utility Improvements

The site will be served by existing public utilities, including water and sewer lines. Due to the FEMA flood plain covering 50% of the project site, the existing drainage channel will be privately improved and maintained to increase developable land. Prior to completion of the proposed project, a Letter of Map Revision (LOMR) will be required for Staff review.

Signage

Three (3) total freestanding signs are proposed. Two of the three are located on the sites northern perimeter and include a requested height allowance of 120'. The third and final freestanding sign is located along Highway-18 and will be 40' in height. Free-standing signs may be allowed up to forty (40') feet in height within one-half (1/2) mile of Interstate – 40. Historically, the City of Shawnee has approved variances to this requirement on properties located south of the Interstate, due to the lower elevation. Directly east of the subject site, a variance has been approved for Collision Works (Case #Z10-06), located at 4881 N. Harrison Ave., to construct a free-standing sign at a height of seventy (70') feet. Staff will recommend the sign height to be no higher than this 70' allowance, set by precedents.

Architecture and Landscaping

All landscaping and architectural design will be compliant with the City of Shawnee Zoning Code. To create an aesthetically pleasing development, a minimum of 10% of the site will be landscaped. This shall include parking lot perimeter landscaping, landscape islands for every twelve (12) parking spaces, and additional, evenly spaced landscaping throughout each lot.

Requested Variances

The single variance from City Code requested is for two (2) 120' tall free-standing signs.

Staff has reviewed the submitted plans, finding that the development is in conformance with the City's Comprehensive Plan, Zoning Code, and Subdivision Regulations.

Staff Recommendations

Staff recommends **approval** for the proposed rezone from A-1, R-3, and C-3) to PUD (Planned Unit Development) with the following conditions:

1. Approval of variance to allow for two seventy (70') foot tall free-standing signs.
2. Any additional, minor corrections to the preliminary plat will be resolved in the PUD Design Statement and Master Plan Map.

3. All other applicable City standards.

Staff recommends **approval** for the Workman's Plaza Preliminary Plat 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. Any additional, minor corrections to the preliminary plat must be corrected, as deemed necessary by City Staff.
4. Completion of a FEMA Letter of Map Revision (LOMR) prior to Final Plat approval.
5. All other applicable City standards apply.

APPROVE

APPROVE WITH CONDITIONS

DENY

Staff has received no letters of protest from surrounding property owners.

**ATTACHMENTS:
(CIRCLE)**

**SUBMITTED
PLANS**

**PUBLIC HEARING
PETITION/
APPLICATION FORM**

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

Attachments:

Exhibit 1: PUD Master Plan Map / Preliminary Plat
Exhibit 2: PUD Design Statement

Master Plan of
Workman's Plaza
A Planned Unit Development

EXHIBIT
2

September 2017
Revised

In the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11)
North, Range Four (4) East I.M.,
City of Shawnee, Pottawatomie County, OK

OWNER/DEVELOPER

Taylor Workman
200 Collum Lane W
Alma, AR 72921

DEVELOPMENT CONSULTANTS

Landes Engineering, LLC
903 E. 35th Street
Shawnee, OK 74804



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WORKMAN'S PLAZA PUD

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	The following attachments are hereby incorporated into the PUD. These attachments are:	
	Map 1. Pollard & Whited ALTA Survey 2004	
	Map 2. City of Shawnee Zoning Map	
	Map 3. "Google" aerial photo 2017	
	Map 4. FEMA FIRM Panel 70 of 550 Pottawatomie County 2010	
	Map 5. Reed's Surveying Topographic Survey 2009	
	Map 6. Preliminary FEMA FIRM Panel 2016	
	Map 7. Preliminary FEMA Map and Calculations	
	Drawing 8. Workman's Travel Center rendering	
	Drawing 9. Workman's Plaza Development – PUD – Plan - Layout	

PUD

Workman's Plaza

A Planned Unit Development in the City of Shawnee, Oklahoma

PART 1: DESIGN STATEMENT

• OWNER/DEVELOPER

Taylor Workman
200 Collum Lane W
Alma, AR 72921

• LEGAL DESCRIPTION

A tract of land beginning at the Northeast Corner of the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence South 1121 feet; thence West 389 feet; thence South 112 feet; thence West 692 feet to the East side of the A.T. & S.F. Railway Company right-of-way; thence North along the East side of the right-of-way to a point 1204.60 feet West of the Northeast Corner of the Southeast Quarter; thence East 1204.6 feet to the Point of Beginning less and except a strip, piece or parcel of land lying in part of the Southeast Quarter (SE/4 of Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma. Said parcel of land described by metes and bounds as follows: Beginning at a point on the present West right-of-way line of State Highway No. 18, a distance of 33.44 feet West of and 915.06 feet South of the NE Corner of said SE/4; thence North and Northwesterly along said right-of-way a distance of 265.87 feet to a jog in said right-of-way; thence West along said jog a distance of 40.00 feet; thence S06°53'15"E a distance of 266.07 feet; thence N89°17'35"E a distance of 30.00 feet to the Point of Beginning, containing 0.24 acres, more or less. All bearings contained in this description are based on the Oklahoma State Plane Coordinate System and are not astronomical bearings. Less and except the dedication deed for public highway recorded in Book 170 Page 21.

ALTA Survey – 2004 – Rodger Whited LS 1298, Pollard & Whited Survey (Map 1)

• PLANNED UNIT DEVELOPMENT CONSULTANTS

Master Development Plan and engineering/subdivision documents prepared by:

Landes Engineering
903 E. 35th Street
Shawnee, Oklahoma 74801
(405)275-5388

• **GENERAL PLANNED UNIT DEVELOPMENT CONCEPT**

The general concept for the 21.23 acre Workman's Plaza is to create a commercial Travel Center Facility and support development for direct access into the City of Shawnee from I-40 at Highway 18 (Harrison Ave.) intersection. The concept would include immediate I-40 access for full fuel service, rest areas, restaurant, hotel and other services for I-40 and local users with proposed south side I-40 access road west to Kickapoo with space available for other services and other commercial facilities.

The PUD would be developed in a 2 to 4 lot development with the primary Lot 1 being Workman Travel Center, approximately 12± acres, 2.6 acres in open space for drainage improvements (FEMA Standard), utility easement and open landscape (Redbud) dog/walk exercise area, 6 acres for hotel or other Plaza compatible commercial use and the field area reserved for south side I-40 access road, with the remainder in drainage and other facilities.

• **EXISTING ZONING AND LAND USES**

The property at present is non-occupied with various zoning areas of A-1, C-3 and R-3 per City of Shawnee zoning map (Map 2) for past uses.

The remains of a restaurant parking lot and single family residence are in place but are not occupied.

The adjacent areas include limited uses, railway, solid waste transfer station, non-occupied residence, commercial development, technology center, an auto repair/body shop and I-40 intersection with Highway 18 (Harrison Ave.).

The area is shown on the attached "Google" aerial photo map 2017 (Map 3).

• **ZONING - COMPREHENSIVE MASTER PLAN RECOMMENDATIONS**

The Shawnee Zoning Master Plan shows the area to be in commercial zoning to C-3 for multiple commercial uses.

• **SUBDIVISION IMPROVEMENTS – DESCRIPTION**

Upon approval of a PUD Master Plan and the Ordinance of Rezoning the developer will prepare or request approval of a Preliminary Plat for the entire development area.

1. WATER

The City of Shawnee water distribution – 12 inch water line is shown by Atlas on the west side of Highway 18 (Harrison Ave.). The plans and ODEQ Permit to bore Highway 18 and extend an 8" water line to the PUD development to provide potable water and fire protection loop would be developed, though a fire hydrant was located on site that will be evaluated. The water line would

extend west for future extension and bore under railroad to extension for future (by others) loop to water lines serving Kickapoo St.

2. SANITARY SEWER

The City of Shawnee collector sewer line from Kickapoo St. to North side Treatment Plant which crosses west to east on south side of drainage ditch is existing as located in field, though no easement was noted in the 2004 ALTA survey. The City sewer would be placed in a utility/drainage easement across PUD for service connections. Sewer will need evaluation to assure above final FEMA flood elevation.

3. STORM WATER DRAINAGE AND DETENTION

Development storm water detention construction improvements for Travel Center and/or north site drain per pre-post determination would be provided with controlled discharge into the natural redeveloped stormwater channel under FEMA-FIRM and ordinance requirements. The development stormwater detention operation and maintenance will be private maintenance through a Property Owners Association.

4. FEMA – FLOOD PLAIN - CLOMR

The FEMA – Flood Plain – 2010 map data has been reviewed as Zone A, no floodway or base flood elevation determined for the proposed PUD site, but over 50% of the site shown as flood zone. Map 4.

The base topographic survey by Reed Surveying (Map 5 attached) has been reviewed.

The FEMA – Base studies were requested from FEMA upstream and downstream, obtained and reviewed through established hydrological standard programs HEC-RAS and existing topographic data from Reed Surveying data.

The base 100 year flood elevation (BFE) per these reviews has been preliminarily determined at elevation of 980.5. All occupied improvements would be 2 feet above the final BFE with some area requiring 1 to 6 feet of fill in the southeast area of Lot 1 being required for total site above BFE. (Calculations attached, Map 6).

A preliminary FEMA-FIRM map revision with proposed publication in 2018 for Shawnee, has been reviewed, pending public hearing and possible revision. The proposed Workman's Plaza PUD site was reviewed from the data at FEMA website with a proposed FEMA BFE with no improvements to channel at elevation 978. (attached preliminary Map 7). The calculations were reviewed and Landes Engineering's calculated BFE is more conservative at a higher elevation but final computations and review will be required with FEMA. A preconstruction hydrology plan for establishing design with CLOMR for site design would be prepared and submitted to City of Shawnee and FEMA if PUD zoning and base preliminary plat are approved.

5. DRAINAGE CHANNEL IMPROVEMENTS

The existing drainage channel is proposed for improvement, widening and lining to provide better stormwater flow as part of the FEMA and City Ordinances. The improvements would be reviewed by City with proposed acceptance as City sanitary and drainage improvement with possible acceptance of maintenance by City and State as public facilities within public easement.

6. OTHER UTILITIES

The Workman Plaza PUD is already served with other utilities along the Highway 18 (Harrison Ave.) right-of-way with OG&E electric, ONG gas, telephone in place with capacity to support the proposed development.

7. STREET DESIGN AND IMPROVEMENTS

The intent of the Workman's Plaza PUD is to retain all interior drives as private drives with designated routes for vehicles and trucks. Either one (1) or two (2) drainage ditch bridge crossovers are proposed with SH 18 standard design for access to the north side (Lot 2) development area. The Highway 18 (Harrison Ave.) frontage is limited for direct access on north side of drainage to meet city and state requirements for potential full development from public street access, therefore private access is proposed in the PUD.

The street plan would also include the possibility of right-of-way for a public street as I-40 south side access road. This access road may require ODOT intersection changes to provide south side access and I-40 south side access is presently not part of Plaza PUD.

8. SIDEWALK

A sidewalk along Highway 18 (Harrison Ave.) of 6 foot width in accordance with Shawnee Ordinance along with American Disability Act (ADA) access requirements, pending PUD development.

9. LANDSCAPING

Landscaping and screening plan will be provided to meet City of Shawnee requirements with control and adjacent areas to parking. The plan will consider the City of Shawnee "Redbud" designation with Highway 18 being one of the main I-40 access points.

Individual parcels if sold would be part of PUD commercial association with requirement to meet landscape requirements, again with emphasis of the redbud designation.

10. PARKING

Parking for private vehicles, RV's and trucks in the base Workman's Travel Center are partially indicated but number of handicap parking spaces will meet or exceed City of Shawnee conventional zoning requirements. Joint use agreements for parking would be submitted for PUD facilities in

necessary for City approvals with executed joint use agreements at the time of building permits for developments on Lot 2, north side of Plaza.

No parking would be allowed that would prevent emergency vehicle access, i.e. fire lanes or other.

Area right-of-way for south side I-40 road access is shown for dedication pending development and access to meet ODOT, City and other standards.

11. SIGNS

A portion of the Workman's Plaza PUD would request variant to allow elevated location signs at the shown locations at the northwest and northeast corners of the property to a height of 120 feet or sufficient for visibility from I-40. The sign elevation would exceed the City of Shawnee Ordinance height of 24 feet at these locations. Signage on Highway 18 (Harrison Ave.) would follow city ordinance. Signs within the PUD would identify fire lanes and other usage areas at less than 24 feet and to prevent sight distance restrictions. These elevated signs would be adjacent to the reserved right of way for I-40 south side access road as shown on Master Plan.

All elevated signs would be submitted with engineer plans and seals to assure foundation and sign are designed for weight, wind load conditions for city approval.

12. SITE PLAN REVIEW

All site development within the Workman's Plaza will be submitted to the City of Shawnee as required by City, PUD Ordinance for building permit, stage to assure conformance to building codes, city standards, and PUD regulations not necessarily limited to easements, utility requirements, parking, landscaping, ADA, Pre/Post stormwater detention, FEMA-Flood zone, access to properties with joint use agreement, with specifics to the city façade requirements (60%).

• PUD – SPECIFIC TRACT DEVELOPMENT REGULATIONS

A Planned Unit Development permits the owner/developer to add or restrict uses to develop the character and create the desired concept and environment area entry to the Shawnee Redbud theme while providing a positive commercial development.

This PUD would establish a two (2) Block Master Plan for development with the existing restrictions of FEMA Flood Zone – drainage issues, with private and public road access considerations.

The Flood Zone area drainage issue can be addressed with full stormwater analysis for flooding and proper drainage solutions.

The public street access, Highway 18 (Harrison Ave.) can be access controlled with two access points to public road and internal access-parking for full development with FEMA approved drainage and topographic features. The central area is designated as drainage, utility and landscape open area for dog and travelers walking area.

The Workman's Travel Center is the primary commercial anchor for the PUD. The Travel Center provides access to fuel, weigh station, truck rest stop, showers, proprietary restaurant and other services for persons in transit along I-40 and is designated as **Block 1**.

The Travel Center would be developed first with construction pending plans and certification from FEMA of Flood Zone – drainage for accepted plan. The Travel Center construction would begin within the next 6 to 12 months pending FEMA clearance.

BLOCK 2

The north six (6) acres ± would be available for other commercial development tracts as a single use i.e. motel or multiple use i.e. shopping, travel services or other commercial facility compatible with the Travel Center.

Block 2 would be developed after the Travel Center with no specific time frame, but also considering the south I-40 access road development plan progress, with any use being within the Shawnee Master Zoning Plan of C-3 guidelines.

• PUD Critical Item

The critical items for the PUD – Workman's Travel Plaza are:

1. Flood Plain – Drainage – BFE
2. Access to total area through private road and shared access agreement parking
3. Signage – Height visibility from I-40 is critical with low site area non-visible until travelers have passed the location.
4. All other items would be based on City of Shawnee Standards.

PART 2: MASTER DEVELOPMENT PLAN MAP

The following attachments are hereby incorporated into the PUD. These attachments are:

- Map 1. Pollard & Whited ALTA Survey 2004
- Map 2. City of Shawnee Zoning Map
- Map 3. "Google" aerial photo 2017
- Map 4. FEMA FIRM Panel 70 of 550 Pottawatomie County 2010
- Map 5. Reed's Surveying Topographic Survey 2009
- Map 6. Preliminary FEMA FIRM Panel 2016
- Map 7. Preliminary FEMA Map and Calculations
- Drawing 8. Workman's Travel Center rendering
- Drawing 9. Workman's Travel Center Master PUD Preliminary Plan

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

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

For Office Use Only

Case Number: P13-17

Project Number: 170932

Date Filed: 9-5-17

Cheryl Pettigrew
Planning Commission Secretary

REQUEST:

☐ Rezoning
☐ Conditional Use Permit

☒ Rezoning w/Conditional Use Permit
☒ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from A-1, C-3, R-3 District to PUD District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 4830 N. Harrison Ave.

LEGAL DESCRIPTION: See attached

PROPERTY OWNER (S): Kim Rodgers

PROPERTY AGENT (APPLICANT): Landes Engineering, LLC

APPLICANT'S ADDRESS: 903 E. 35th St.

CITY: Shawnee STATE: OK ZIP: 74804

EMAIL ADDRESS: landesengineering@landesengineering.net

TELEPHONE NUMBER: (405) 275-5388 CONTACT NUMBER: ()

DIMENSIONS OF PROPERTY: AREA: 21.7 acres WIDTH: 1027'
LENGTH: 818.06' FRONTAGE: 818.06'

CURRENT ZONING: A-1, C-3, R-3 CURRENT USE: Vacant

PROPOSED ZONING: PUD PROPOSED USE: Travel Plaza

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

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

[Signature]
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

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

RECEIPT NO. 02081075

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

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

PLANNING COMMISSION ACTION: Approval DATE: 10-4-17

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P13-17

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on an application for approval of a Planned Unit Development, which is a special zoning district, on property located within the City of Shawnee.

The applicant requests a Planned Unit Development for the following described property:

A tract beginning in the Northeast corner of the Southeast Quarter (NE/C SE/4); thence South 1121'; thence West 389'; thence South 112'; thence West 692' to the East side of the A.T.&S.F. railroad right-of-way line; thence North along railroad right-of-way to a point 1204.6' West of the Northeast Corner of the Southeast Quarter (NE/C SE/4); thence East 1204.6' to the point of beginning, less and except .24 acres to the State of Oklahoma, all in Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma.

General Location Known As:	<u>4830 N. Harrison Avenue, Shawnee, OK</u>
Current Zoning Classification:	<u>A-1; Rural Agricultural District, C-3; Highway</u> <u>Commercial District & R-3; Multi-Family Residential</u> <u>District</u>
Requested Zoning Classification:	<u>"PUD"</u>
Proposed Use of Property:	<u>Travel Plaza</u>
Applicant:	<u>Landes Engineering, LLC</u>

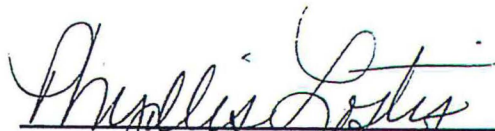
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

October 4 th , 2017 AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
October 16 th , 2017 AT 6:30 P.M.:	CITY OF SHAWNEE CITY COMMISSION

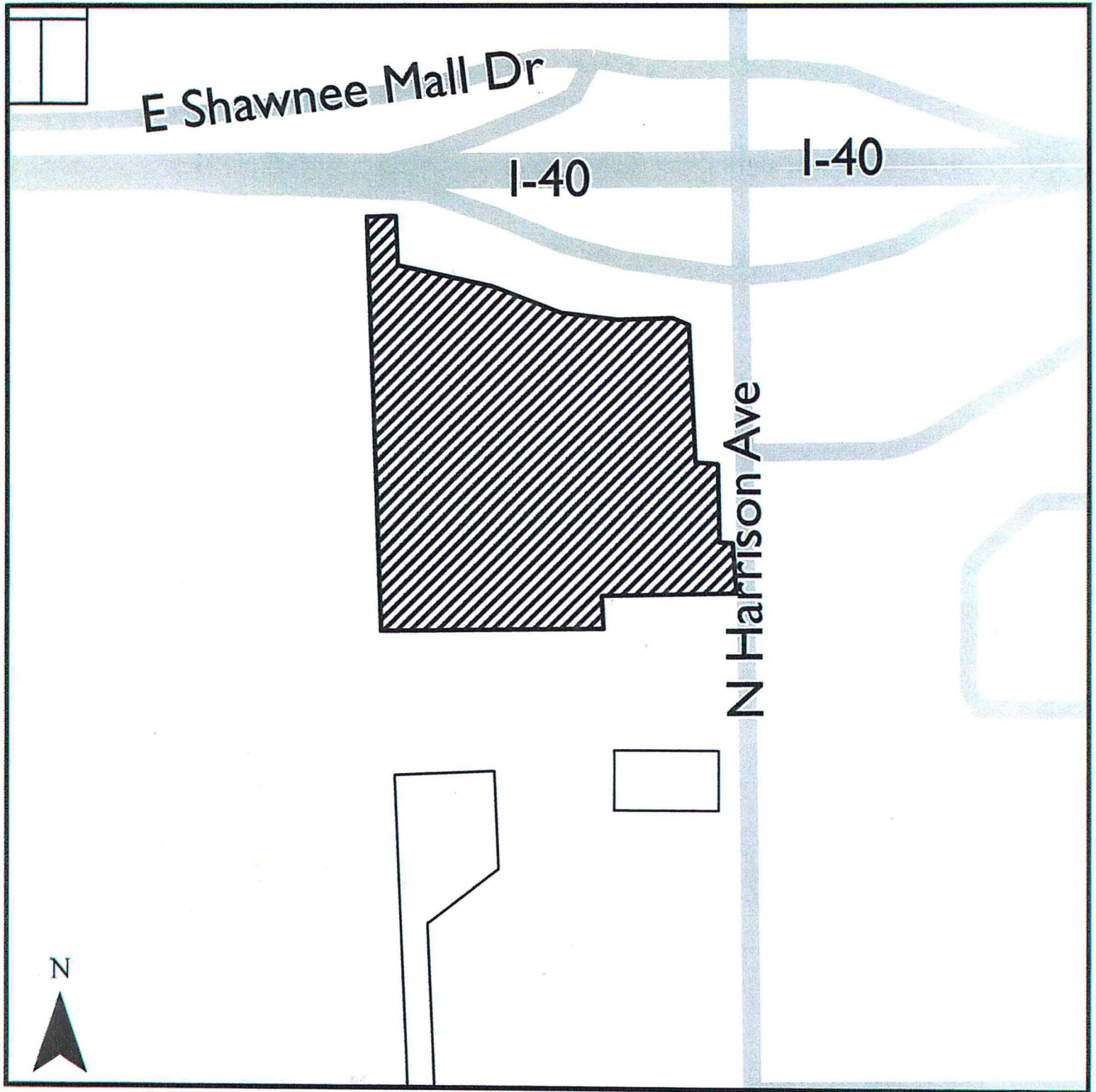
At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the Planned Unit Development. The Commission reserves the right to limit discussion and debate on the proposed Planned Unit Development in the public hearing, in which event those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

Witness my hand this 14th day of September, 2017.




Phyllis Loftis, City Clerk

CASE # P13-17
CONSIDERATION FOR PUD APPROVAL
4830 N. HARRISON AVE.



CERTIFICATE OF BONDED ABTRACTOR (300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

A tract of land beginning at the Northeast Corner of the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence South 1121 feet; thence West 389 feet; thence South 112 feet; thence West 692 feet to the East side of the A.T. & S.F. Railway Company right-of-way; thence North along the East side of the right-of-way to a point 1204.60 feet West of the Northeast Corner of the Southeast Quarter; thence East 1204.6 feet to the Point of Beginning less and except a strip, piece or parcel of land lying in part of the Southeast Quarter (SE/4 of Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma. Said parcel of land described by metes and bounds as follows: Beginning at a point on the present West right-of-way line of State Highway No. 18, a distance of 33.44 feet West of and 915.06 feet South of the NE Corner of said SE/4; thence North and Northwesterly along said right-of-way a distance of 265.87 feet to a jog in said right-of-way; thence West along said jog a distance of 40.00 feet; thence S06°53'15"E a distance of 266.07 feet; thence N89°17'35"E a distance of 30.00 feet to the Point of Beginning, containing 0.24 acres, more or less. All bearings contained in this description are based on the Oklahoma State Plane Coordinate System and are not astronomical bearings. Less and except the dedication deed for public highway recorded in Book 170 Page 21.

ALTA Survey – 2004 – Rodger Whited LS 1298, Pollard & Whited Survey

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

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

Dated: August 31, 2017 at 7:30 AM

First American Title & Trust Company

By: Michelle Cook

Michelle Cook

Abstractor License No. 3286

OAB Certificate of Authority # 017

OWNERSHIP LIST**ORDER NO. 2271263**

DATE PREPARED: September 14, 2017

EFFECTIVE DATE: August 31, 2017 at 7:30 AM

OWNER	LOT	BLK	ADDITION
RODGERS KIM 4307 LIBERTY CIRCLE SHAWNEE OK 74804-0000			93-SR BEG NE/C SE S1121' W389' S112' W692' TO E RR R/W N ALG RR R/W TO PT 1204.6'W OF NE/C ETC. LESS .24 AC TO STATE OLD RESTAURANT & HOUSE 24.49 Acres (SE4 31-11N-4E)
STATE OF OKLA 200 NE 21ST OKLA CITY OK 73105-0000			93-SU BEG NE/C SE S800.35' W33' N151.65' W100' N347.80' W303.78' NWLY TO RR R/W N124.86' ETC. 6.27 Acres (SE4 31-11N-4E)
BODARD DON TRUST 3701 N HARRISON SHAWNEE OK 74804-0000			93-SR NW SE LESS W.27A & E1/2 SW SE LESS S 4A W1/2 E1/2 SW SE & ALL E1/2 SE W OF RR LESS TR. 49.41 Acres (SE4 31-11N-4E)
TJT HOLDINGS LC 3701 N HARRISON SHAWNEE OK 74804-0000			BEG SE/C SE TH W389.93'TO POB TH W571.67' TH N02*32'01"W 1379.50' TH E 676' TH S 359' TH E348' TH S520.24' TH S37*52'11"W A DIS 636.01' POB LESS 3.63 ACRES PLATTED INTO SHAWNEE TRANSFER STATION & LESS 1.45 ACRES PLATTED INTO BADARD ADDITION SEC 1 21.22 Acres (SE4 31-11N-4E)
DHARSHAN INC 4700 N HARRISON SHAWNEE OK 74804-0000			93-SU BEG 1019'N SE/C SE W348' N159' E348' S159' POB. COLONIAL INN 1.27 Acres (SE4 31-11N-4E)
EDMONSON RANDY D P O BOX 3003 SHAWNEE OK 74802-0000			BEG 1378'N SE/C SE W348' S200' E348' N200' POB 1.60 Acres (SE4 31-11N-4E)

JOHNSON THOMAS T 4720 N HARRISON SHAWNEE OK 74804-0000			93-SU BEG 1378'N SE/C SE N112' W389' S112' E389' POB. 1.00 Acres (SE4 31-11N-4E)
STATE OF OKLA 200 NE 21ST OKLA CITY OK 73105-0000			93-SU BEG SW/C SE NW N335.13' E1320' S339.43' TO SE/C SE NW W1320' POB. 9.90 Acres (31-11N-4E)
COLLISION WORKS OF SHAWNEE OKLA PROPERTIES LLC 4881 N HARRISON ST SHAWNEE OK 74804-0000			BEG 1966'N & 178.5'E SW/C SW N369.59' ALG E R/W HWY I-40 THENCE ON A CURVE TO LEFT A RADIUS OF 1550.39' A DIST OF 324.96' ALONG S R/W HWY I-40 S423.7' W64' S5' W249.5' POB (REC 2006 PG 7376) COLLISION WORKS 2.87 Acres (SW4 32-11N-4E)
SHAWNEE HARRISON LLC %MARTIN SMITH PO BOX 1719 CLINTON OK 73601			BEG 150.08' E SW/C SW4 BEG HWY 18; TH N AND W ON RWY 704' S & W ON RWY 10.0'; TH N & W 954.42' E ON RWY 191.27 S 120.00 for RD & UTLY EASEMENT; TH N & E ALONG S LINE 278.92' TH NELY ALONG S ON CURVE TO LEFT RADISU 458.08 FEET DISTANCE OF 50.57 FEET; TH S, W& PARALLEL WITH W LINE OF W2 SW4 1850.12 TO S LINE W2 SW4 TH S & WEST ALONG S LINE 331.92 FEET TO BEG

CERTIFICATE OF BONDED ABTRACTOR
300 FEET RADIUS REPORT

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

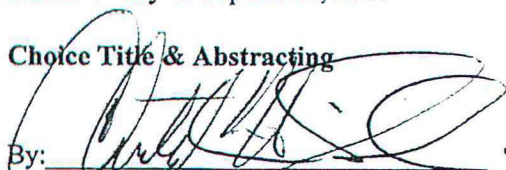
A tract beginning in the Northeast corner of the Southeast Quarter (NE/C SE/4); thence South 1121'; thence West 389'; thence South 112'; thence West 692' to the East side of the A.T.&S.F. railroad right-of-way line; thence North along railroad right-of-way to a point 1204.6' West of the Northeast Corner of the Southeast Quarter (NE/C SE/4); thence East 1204.6' to the point of beginning, less and except .24 acres to the State of Oklahoma, all in Section 31, Township 11 North, Range 4 East, Pottawatomie County, Oklahoma.

and find the following owners, addresses and brief legal descriptions on the attached page.

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

Dated: 1st day of September, 2017

Choice Title & Abstracting

By: 

Christopher H. Silvia Abstractor, License#4645
OAB Certificate of Authority #0167

RECEIVED

SEP 05 2017

PLANNING / CODE

OWNERSHIP LIST
4830 N HARRISON
SHAWNEE OK 74804
KIM RODGERS

OWNER	LOT	BLK	ADDITION/LOCATION
THOMAS T JOHNSON 4720 N HARRISON SHAWNEE OK 74804			4720 N HARRISON SHAWNEE OK 74804
RANDY D EDMONSON PO BOX 3003 SHAWNEE OK 74802			4706 N HARRISON SHAWNEE OK 74804
DHARSHAN INC 4700 N HARRISON SHAWNEE OK 74804			4700 N HARRISON SHAWNEE OK 74804
CENTRAL DISPOSAL 4650 N HARRISON SHAWNEE OK 74804	ALL	ALL	SHAWNEE TRANSFER STATION
DON BODARD TRUST 3701 N HARRISON SHAWNEE OK 74804			PT NWSE 31-11-4 (WEST OF SUBJECT PROPERTY)
COLLISION WORKS OF SHAWNEE OKLA PROPERTIES LLC 4881 N HARRISON SHAWNEE OK 74804			4881 N HARRISON SHAWNEE OK 74804
GORDON COOPER AREA VOCATIONAL TECHNICAL SCHOOL 4801 N HARRISON SHAWNEE OK 74804			4801 N HARRISON SHAWNEE OK 74804
SHAWNEE HARRISON LLC PO BOX 1719 CLINTON OK 73601			PT W2SW 32-11-4 (DOMINO PLAZA)
OKLAHOMA DEPT. OF TRANSPORTATION GENERAL COUNSEL'S OFFICE 200 N E 21ST STREET OKLAHOMA CITY OK 73105			PROPERTY TO THE NORTH OF SUBJECT

PRELIMINARY PLAT APPLICATION



City of Shawnee Planning Department

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

For Office Use Only

Case Number: 505-17
Project Number: 170933
Date Filed: 9-3-17
Amount Paid: \$231.00
Receipt No.: 02081076

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT Landes Engineering, LLC
APPLICANT ADDRESS 903 E. 35th St., Shawnee, OK 74804
APPLICANT PHONE NUMBERS 405.275.5388
EMAIL ADDRESS landesengineering@landesengineering.net
NAME OF PLAT Workman's Plaza
LOCATION 4830 N. Harrison, Shawnee, OK
NUMBER OF ACRES 21.7 NUMBER OF LOTS 2

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 2 6.00
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST 231.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

OWNER/DEVELOPER INFORMATION:

NAME Taylor Workman
ADDRESS 200 Collum Lane W, Alma, AR 72921
CONTACT NUMBERS 479.806.8163
EMAIL ADDRESS taylor@workmans.biz

PROJECT ENGINEER INFORMATION:

NAME Richard L. Landes PE 8679, Landes Engineering LLC
ADDRESS 903 E 35th St., Shawnee, OK 74804
CONTACT NUMBERS 405.275.5388
EMAIL ADDRESS landesengineering@landesengineering.net

APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Regular Board of Commissioners**8.**

Meeting Date: 10/16/2017

Inglewood Alley Closure

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance closing the alley between West Hayes Street and West Farrall Street and between South Tennessee Avenue and South Pottenger Avenue (Block 21, Inglewood 2nd Addition). Applicant: Ronnie Pelate

Attachments

Inglewood Alley Closure Staff Rpt

Inglewood Alley Closure Ord



Date: October 11, 2017

To: Shawnee City Commission

From: Justin DeBruin, Community Development Director

RE: Alley Closure – Block 21, Inglewood 2nd Addition

The applicant, Mr. Ronnie Pelate, is requesting an alley closure for Block 21, Inglewood 2nd Addition (Exhibit 1). The alley runs north to south between W. Hayes Street and W. Farrall Street, and between S. Tennessee Ave. and S. Pottenger Ave.

Though public and private utilities do exist in this alleyway, due to the overhead electric lines and general condition of the alley, it does not appear to be accessible by motor vehicle. The requested closure does not create a permanent closure. A municipality retains the absolute right to reopen the alley without expense to the municipality by ordinance whenever the municipality deems it necessary. The term “close” means a legislative act of a governing body of a municipality discontinuing public use of the alley without affecting title to real property.

Closing of an alley (or easement) does not affect the right of franchise or others determined by the governing body to have a special right or privilege in the public easement from maintaining, repairing, reconstructing, operating or removing services therein (State Statute 11 O.S 42-110(D)).

Staff has provided thirty (30) day notice to all franchise holders and adjacent property owners (Exhibit 2 & 3). There have been no letters of protest or concern received. Staff has no objection to closing the subject alleyway.

Attachments:

1. Letter of Request – Ronnie Pelate
2. Notice to Adjacent Property Owners
3. Notice to Franchise Holders
4. Property Map

WILSON LAW FIRM, PLLC

Greg S. Wilson, Attorney
greg@shawneelaw.com

502 North Broadway
Shawnee, Oklahoma 74801
(405) 275-5555, Fax (405) 275-9997

Deanna J. Wilson, Attorney
deanna@shawneelaw.com

May 16, 2017

City of Shawnee
Justin Debruin-City Planner
16 West 9th
Shawnee, Oklahoma 74801

RE: Formal Request
Alley Inglewood 2nd Addition

Dear Mr. Debruin:

Our client Ronnie Pelate currently owns Block 21 Lots 25 thru 34 on Inglewood 2nd addition. I have reached out to Mr. Ludi regarding this alleyway. It is our understanding it is no longer used, nor has it been for 20 plus years. Mr. Pelate is requesting the alleyway be closed and vacated. He understands that the city and all utility companies affected would still have easements. He is seeking permission to fence off this area to protect his property and allow room for his dogs to play.

Thank you for your time and attention to this matter.

Respectfully,



Greg. Wilson
Attorney at Law

RECEIVED

JUN 01 2017

PLANNING / CODE



Date: September 8, 2017

To: Adjacent Property Owners

From: Justin DeBruin, Community Development Director

RE: Alley Closure – Block 21, Inglewood 2nd Addition

The applicant, Mr. Ronnie Pelate, is requesting an alley closure for Block 21, Inglewood 2nd Addition. The alley runs north and south between W. Hayes Street and W. Farrall Street, and between S. Tennessee Ave. and S. Pottenger Ave.

Though public and private utilities do exist in this particular alleyway, due to the overhead electric lines and general condition of the alley, it does not appear to be used for access. Be it understood, closing an alley does not necessitate permanent closure. A municipality retains the absolute right to reopen the alley without expense to the municipality by ordinance whenever the municipality deems it necessary. The term “close” means a legislative act of a governing body of a municipality discontinuing public use of the alley without affecting title to real property.

Closing of an alley (or easement) does not affect the right of franchise or others determined by the governing body to have a special right or privilege in the public easement from maintaining, repairing, reconstructing, operating or removing services therein (State Statute 11 O.S 42-110(D)).

The City Commission will consider an ordinance closing said alley on **October, 16 at 6:30 PM** at their regularly-scheduled meeting (Commission Chambers, 16 W. 9th Street). If you have any comments or questions, please contact the City of Shawnee. Written comments may be submitted to the address above and should be submitted no later than October 11, 2017.

Justin DeBruin, AICP

Community Development Director
222 N. Broadway
Shawnee, OK 74801
(405) 878 - 1665
justin.debruin@shawneeok.org



Date: August 10, 2017

To: Affected Franchise Holder(s)

From: Justin DeBruin, Community Development Director

RE: Closing of Alleyway for Block 21 Inglewood 2nd Addition, Shawnee, OK

Mr. Ronnie Pelate, a property owner with several lots in Block 21 of Inglewood 2nd Addition, is request to close an right of way interest in order to fence off property owned on both sides of the subject easement.

This letter is to inform any affected franchise holders 30-days prior to any public hearing to perform said act. Closing a road (or easement) does not affect the right of franchise or others determined by the governing body to have a special right or privilege in the public easement from maintaining, repairing, reconstructing, operating or removing services therein (11 O.S. 41-110(D)).

The City Commission will consider an ordinance closing said alley on **October, 16 at 6:30 PM** at their regularly-scheduled meeting (Commission Chambers, 16 W. 9th Street). If you have any comments or questions, please contact the City of Shawnee. Written comments may be submitted to the address above and should be submitted no later than October 11, 2017.

Justin DeBruin, AICP

Community Development Director

222 N. Broadway

Shawnee, OK 74801

(405) 878 - 1665

justin.debruin@shawneeok.org

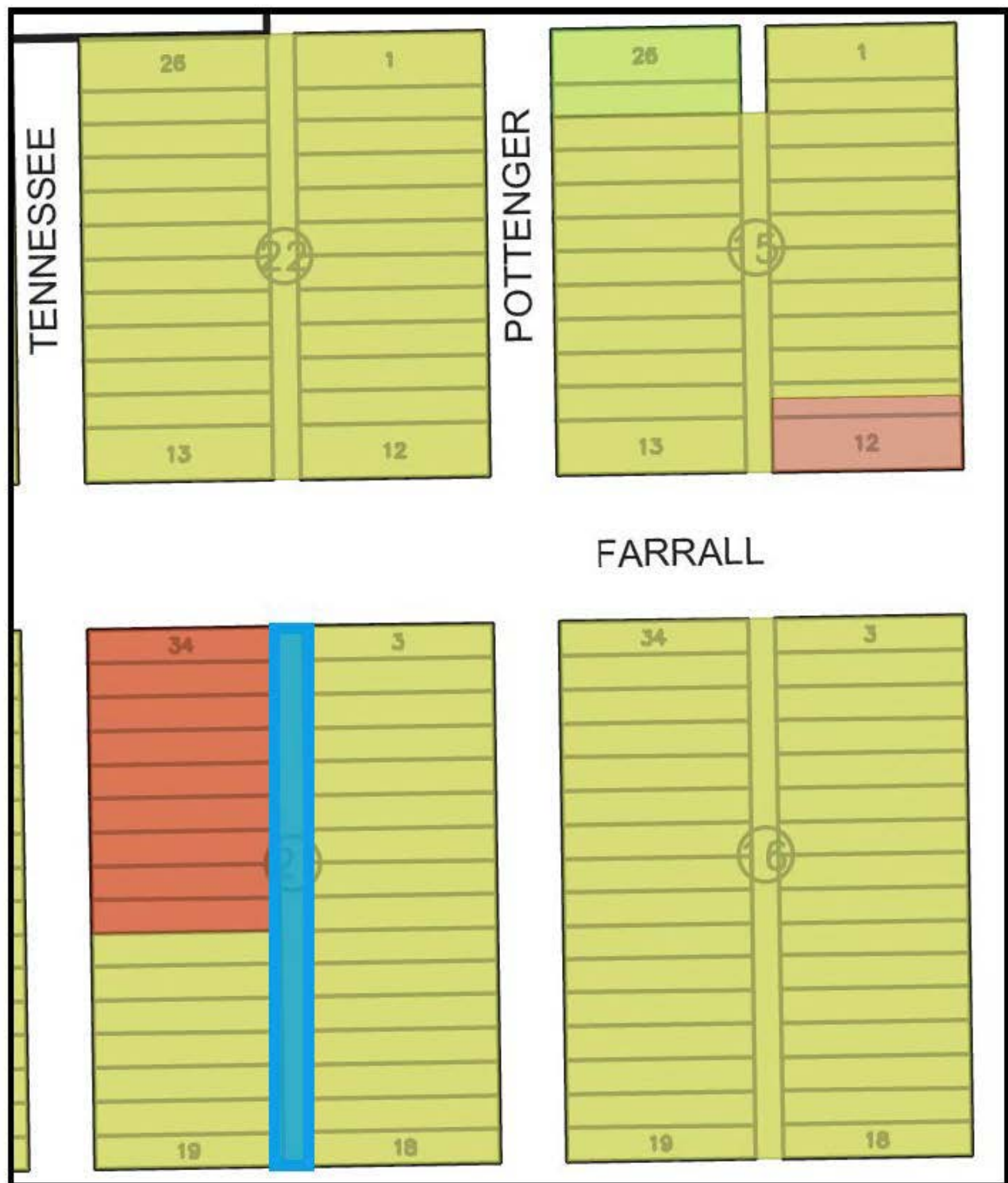


Figure 1: Requested right-of-way closure for 20' alleyway denoted in blue.

ORDINANCE NO. _____NS

AN ORDINANCE CLOSING THE PUBLIC ALLEYWAY LOCATED IN BLOCK 21, INGLEWOOD 2ND ADDITION AND PROVIDING FOR SEVERABILITY

WHEREAS, the City received a written request dated May 16, 2017 requesting closure of the alleyway located in Block 21, Inglewood 2nd Addition;

WHEREAS, the City provided public notice as required by Oklahoma Statute and also notified all property owners in Block 21, Inglewood 2nd Addition; and

WHEREAS, the Shawnee City Commission held a public hearing on October 16, 2017 to take testimony and consider the proposed alley closure.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT THE FOLLOWING PUBLIC WAY IS HEREBY CLOSED:

THAT THE ALLEYWAY LOCATED IN BLOCK 21, INGLEWOOD 2ND ADDITION, THAT RUNS NORTH AND SOUTH BETWEEN WEST HAYES STREET AND WEST FARRALL STREET AND BETWEEN SOUTH TENNESSEE AVENUE AND SOUTH POTTENGER AVENUE.

BE IT FURTHER RESOLVED THAT THE CITY OF SHAWNEE DOES NOT CONVEY TITLE TO THIS AREA IN ANYWAY. FURTHER, THE CITY SHALL RETAIN THE ABSOLUTE RIGHT TO REOPEN THE PUBLIC WAY. CLOSING OF THE PUBLIC WAY SHALL NOT AFFECT THE RIGHT TO MAINTAIN, REPAIR, CONSTRUCT, RECONSTRUCT, OPERATE OR REMOVE UTILITY, PUBLIC SERVICE CORPORATION, OR TRANSMISSION COMPANY FACILITIES OF SERVICE THEREIN.

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.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2017.

JOSEPH VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

9.

Meeting Date: 10/16/2017

Sales Tax Rpt 10-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Sales Tax Report received October 2017.

Attachments

Sales Tax Rpt 10-2017



Date: October 9, 2017
TO: Mayor and Commissioners
From: Cynthia S. Arnold, Finance Director 
Subject: September sales tax and use tax collections

Sales Tax Collections:

October deposit for sales tax was \$1,565,343 which will be divided among the following funds:

General	\$	1,043,562
Capital Improvements	\$	202,190
Street Fund	\$	228,279
Economic Development	\$	26,088
Police Sales Tax Fund	\$	32,612
Fire Sales Tax Fund	\$	32,612

Compared to Oct 2016 we were up \$68,611 or 4.58%. For the year we are up 2.72% which is slightly above what we budgeted for.

We need to remember to Shop Shawnee as much as possible to keep the sales tax steady.

Use tax deposit in October was \$125,352 up \$22,259 from last year.

Top Ten Revenue:

The chart below shows overall revenue through September 30 compared to the last 2 years. Currently we are only seeing a 1% increase from last year.

TOP REVENUE THRU 09/30		2017-2018	2016-2017	2015-2016	% to 2016	% to 2015
General Fund:						
Sales Tax	4001	\$ 3,058,158	\$ 2,996,189	\$ 3,014,307	2.07%	1.45%
Use Tax	4002	\$ 422,432	\$ 321,967	\$ 317,727	31.20%	32.95%
Alcoholic Beverage Tax	4003	\$ 34,240	\$ 34,806	\$ 31,213	-1.62%	9.70%
Cigarette Tax	4006	\$ 59,105	\$ 55,270	\$ 55,938	6.94%	5.66%
Court Fines	4301	\$ 85,766	\$ 123,226	\$ 98,187	-30.40%	-12.65%
Court Cost	4302	\$ 18,016	\$ 34,996	\$ 26,428	-48.52%	-31.83%
		\$ 3,677,717	\$ 3,566,454	\$ 3,543,800	3.12%	3.78%
Franchise Taxes:						
Cable - Vyve	4016	\$ 14,112	\$ 10,335	\$ 16,797	36.55%	-15.98%
Electric-CVEC	4018	\$ 33,536	\$ 31,922	\$ 32,872	5.05%	2.02%
Electric-OG&E	4014	\$ 363,628	\$ 346,544	\$ 363,598	4.93%	0.01%
Gas-ONG	4013	\$ 54,598	\$ 50,931	\$ 46,936	7.20%	16.32%
Top Ten Revenue		\$ 4,143,591	\$ 4,006,186	\$ 4,004,003	3.43%	3.49%
Total Other Revenue		\$ 1,248,617	\$ 1,330,280	\$ 1,388,205		
TOTAL REVENUE		\$5,392,208	\$5,336,466	\$5,392,208	1.04%	1.31%

Sales Tax Comparison	November 2014	November 2015	November 2016	Increase	(Decrease)
	through	through	through	Over Prior Year	
Month	October 2015	October 2016	October 2017	Amount	Percentage
Nov	1,374,143	1,426,192	1,468,286	42,095	2.95%
Dec	1,441,774	1,506,784	1,405,365	(101,420)	(6.73%)
Jan	1,499,067	1,546,951	1,558,709	11,758	0.76%
Feb	1,580,604	1,605,202	1,676,413	71,211	4.44%
March	1,292,781	1,316,044	1,370,990	54,946	4.18%
April	1,426,451	1,552,529	1,469,441	(83,088)	(5.35%)
May	1,466,536	1,493,399	1,573,986	80,587	5.40%
June	1,438,144	1,437,412	1,556,869	119,457	8.31%
July	1,442,218	1,475,520	1,537,860	62,340	4.22%
August	1,588,410	1,530,246	1,559,594	29,348	1.92%
Sept	1,494,203	1,490,836	1,493,327	2,491	0.17%
October	1,545,245	1,496,732	1,565,343	68,611	4.58%
Total	17,589,574	17,877,847	18,236,182	358,335	2.00%
.					
		Prior Year	Current Year	Increase	(Decrease)
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		5,993,334	6,156,123	162,790	2.72%

Top sales tax codes:		August 2017	August 2016
Retail Trades	44-45	\$846,329	\$876,130
Accommodation and Food Service	72	\$276,281	\$268,880
Wholesale Trades	42	\$112,001	\$86,100
Utilities	22	\$99,008	\$101,683
Information	51	\$55,865	\$61,676
Manufacturing	31-33	\$55,393	\$22,818
Real Estate Rental & Leasing	53	\$19,343	\$16,350
Other Services	81	\$11,110	\$16,034
Unclassified	UNC	\$1,787	\$25,531
Arts & Entertainment	71	\$7,919	\$5,229
Professional	54	\$1,808	\$2,651
Misc		\$7,359	\$7,748
Total		\$1,494,203	\$1,490,836

Regular Board of Commissioners

10.

Meeting Date: 10/16/2017

CM Rpt

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager Report

Attachments

CM Rpt

City Manager Report

September 2017



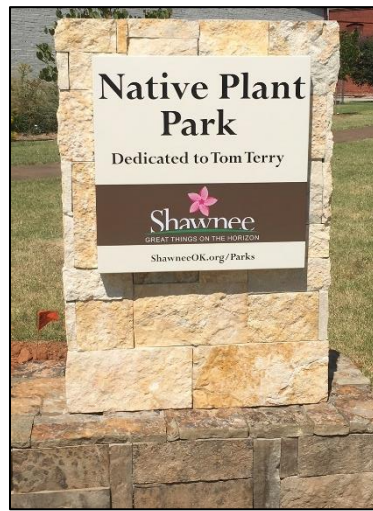
Highlights

Visit Shawnee Photo Contest reaches 500 entries!

Visit Shawnee and the City have partnered to host a photo contest. Photographs may be used in promotional materials and on the City's new website. Lots of great photos were received and the winners were selected and announce throughout the week of October 9.

Wayfinding Signs Installed

The City's wayfinding signage project is nearing completion. Large gateway signs have been installed at key entrances to the community and every City park facility now has consistent signage. The project was jointly funded by the City of Shawnee and Visit Shawnee, Inc. The signs feature the City's new branding elements, which will also be featured on the City's new website set to launch in December.



OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. September sales tax collected was \$1,493,326 compared to September 2016 we are up \$2,493 or .17 percent. For the year, we are just under what we budgeted for.

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 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 City Commission hired an engineering consultant, C.H. Guernsey, to lead the effort to design and construct the first phase of improvements. Guernsey and staff had an official kickoff meeting March 24 that started with a presentation by Guernsey and ended with Guernsey and SMA staff touring the

Meetings and Noteworthy Items

City Commission – October 16, November 6

Planning Commission – November 1

Beautification Meeting – October 18

Traffic Commission – October 24

Other Important Dates

Boo on Bell and Third Friday Block Party – October 19-21, <https://seffshawnee.org/>

Official Trick or Treat – October 31 from 5:30 p.m. to 8:30 p.m.

Park Planning Forum – November 2 at 6:00 PM, Shawnee EXPO

Haunt the Mall – October 28 from 3pm-5pm
See the mall website for other events and info.
<http://shopshawneemall.com/calendar>

Other Events:

www.visitshawnee.com/Calendar

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

Board Openings:

Beautification Committee

Traffic Commission

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

City Manager Report

September 2017



Southside Sewer Plant, Water Treatment Plant and the Northside Sewer Plant. Guernsey conducted a detailed immersion of the plants on April 27 and 28. SMA staff and Guernsey presented the Capital Improvement Plans to DEQ on Tuesday, May 9, 2017. SMA met with Guernsey Engineering and Lemke Survey on June 16 to discuss surveying of the plants. Survey crews began surveying the week of August 21. SMA and Guernsey were scheduled to meet Friday September 29, 2017. During this meeting, Guernsey will provide a status report on the projects.

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. Data Collection is 100% complete. SRB presented the Sewer Map and Hydraulic Model to SMA on March 22nd, 2017 in OKC. The Model and GPS Data was delivered on April 17th, but was incomplete. The Sewer Model is 100% complete and GPS Data has a few minor details needed before completion. SRB delivered 96% of the data, original expectations was 88%. City staff is inputting the data into our maps and locating the few manholes that were not found.

Operations Department (Parks, Cemetery, Fleet Management)

Parks Master Plan Design Phase. The City's consultant has prepared final draft plans for Woodland Park, Boy Scout Park, KidSpace Park and the downtown area. Two parks (Dean Weigant, and Optimist) have been added to the Design Phase through funding allocated for the new fiscal year. The next public meeting will be held at the Expo Center on November 2, 2017, at 6:00 p.m. for input on the Park Design Phase of the Parks Master Plan.

Engineering and Streets

Rehab Concrete Streets Project. The project was awarded to MTZ Construction in the amount of \$480,250, and they continue working in the Northridge Area. The project is a maintenance type project with the removal and replacement of badly broken and cracked concrete paving panels at various locations throughout the City.

Kickapoo Street from Farrall to Spur. Supplemental engineering contract was approved by ODOT with Poe & Associates to complete the design and right of way plans for the project. The supplemental contract was approved at the ODOT July 10, 2017 Transportation Commission Meeting. Poe has initiated work on finalizing design plans and preparing all the right-of-way documents and easement necessary for the project. Anticipate being able to begin right-of-way acquisition March of 2018. Right-of-way acquisition and utility relocations projected to begin March 2018 and be completed by December 2018, which would allow ODOT to let the project for construction bids early-2019.

Avedis/City Sidewalk Project. MTZ construction was awarded the contract in the amount of \$503,555.00. MTZ has completed sidewalks on Main Street from Pesotum to Harrison, on Wallace Street from Kickapoo to Broadway, on Center Street from Wayne to Independence, and on Independence Street from Center to Sequoyah. MTZ will be moving back over on Main Street and will begin installing sidewalk on the south side from Pesotum to Bryan Street.

City Manager Report

September 2017



Planning Department

Clean-up Efforts. The Action Center maintains a very active caseload, with numerous complaints received daily. For a complete list of Action Center cases or to submit a complaint anonymously online, see:

<http://www.shawneeok.org/actioncenter/default.asp>

Transportation Alternatives Program. The City was notified in August 2016 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 Shawnee Engineering Department is providing the engineering design of this project, saving the City considerable funds.

Development Projects. A number of significant projects are in the development or construction phases. Shawnee Marketplace is nearly built out with one additional structure now completed next to CVS (Freddie's Frozen Custard and Aspen Dental) and another new business forthcoming (Harbor Freight). The developer of the Domino Plaza project at Harrison and 45th Street has completed much of the earthwork and installation of public infrastructure and has final platted the first phase, with construction of the first structure now started. This 15-acre projects includes (per a preliminary plan) a large service station, two hotels, four eating establishments and a dog park. Increased interest in downtown Shawnee has also been seen, with the completion of the Main Street Streetscape Project.

AARP Grant. The City was the only community in the State of Oklahoma to receive a AARP Community Challenge Grant to create positive local change and improve the quality of life. The City will use the \$9,936 grant to install a traffic circle located at the intersection of West Burns Street and North Chapman Avenue to create traffic calming measures and improve safety for pedestrians, bikers, and vehicular traffic alike. For more information, please see: <http://states.aarp.org/city-shawnee-awarded-aarp-community-challenge-grant/>

Fire Department

Station 2 Rehab/Renovation. The contractors have been given approval to move forward with the needed structural repairs. All materials have been ordered and they hope to have them on-site in early October. The footing for the addition on the east side of the building has been poured.

Hydrant Flowing (ISO requirement). Work continues on this project.

Hydrant Painting (ISO requirement). Work continues on this project.

Blue Card Incident Command Certification. Nine (9) Fire Department Captains are now enrolled in the Blue Card program. They have been given until March 31, 2018 to complete the 50hr online portion of the class.

City Manager Report

September 2017



Police Department

Administration. Chris Thomas has applied for National Demonstrative Initiative grant which will be awarded to 4 midsize agencies in the amount of \$225,000. This is a 3 year grant and will be used to help strengthen law enforcement response to domestic and sexual violence crimes.

Patrol. Continuing to go through hiring process for new officer. Additional patrol for west side neighborhood area. Two officers will be attending motorcycle training sponsored by OK Highway Safety Office in October.

CID. Detectives were assigned 60 cases in September, cleared 51, filed 16 with DA, called out 5 times and recovered property valued at \$3040.00. Worked total of 21 Forensic cases for PD and other agencies, also had one homicide investigation that resulted in 2 arrests and currently working on tip on one of our open missing person cases.

Animal Control. AC Officers participated in four “yappy hours in the park” events last month. Several positive contacts were made and a few volunteer applications were completed.

Dispatch. Three dispatchers have been hired and have started their 1st phase of training.

Emergency Management

Planning Projects. A variety of planning efforts are underway, including an update to the Emergency Operations Plan, EOC Standard Operations Guide, and the Elected Officials Briefing Book.

Regional Airport

Maintenance projects. Gutter installation for various hangars and t-hangars is complete. Installation of electric heaters in the maintenance hangar is underway. Drainage issues are being repaired, along with removal of waste water tanks, replacing floor drain pumps in various areas.

City Manager Report

September 2017



Shawnee Firefighters that participated in the 9/11 Memorial Stair Climb at the Chase Center in Oklahoma City today. Those who participated on behalf of the SFD include: Lieutenant Jake Anthony, Captain Joe Henry, Captain Denis Taron, Lieutenant Tony Pack, Lieutenant Derrick Rollins, Lieutenant Brett Laxson and Captain Travis Cooley. These SFD members were among 343 Firefighters who climbed 110 floors today to honor the 343 Firefighters who were killed on September 11, 2001 at the World Trade Center.