



MIDWEST CITY COUNCIL

AGENDA FOR

OCTOBER 22, 2019



The 6:00 PM meetings will be shown live on Channel 20 and streamed live on the City of Midwest City - Government Facebook page.



The recorded video will be available on YouTube and the City's website within 48 hours: Bit.ly/youtubemwc.



The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.



To make a special assistance request, call 739-1213 or email bbundy@midwestcityok.org no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.



The Council will go directly into the City meetings down in the Council Chambers of City Hall at 6:00 PM. However, they will informally gather at or after 5:00 PM in the second floor conference room for dinner, but no City Council business will be discussed or acted upon and the room will be open to the public. Meals will only be provided to the City Council and staff.



CITY OF MIDWEST CITY COUNCIL AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

October 22, 2019 – 6:00 PM

- A. CALL TO ORDER.
- B. OPENING BUSINESS.
- Invocation by Glenn Goldschlager
 - Pledge of Allegiance by Midwest City High School Jr. ROTC Cadets Tailor Lewis and Cory Heinrich
 - Community-related announcements and comments
 - Mayoral Proclamation for Domestic Violence Awareness Month and Extra Mile Day on November 1, 2019
- C. CONSENT AGENDA. These items are placed on the Consent Agenda so the Council, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with the approval of all Council, or members of the audience wish to discuss an item, it will be removed and heard in a regular order.
1. Discussion and consideration of approving the minutes of the September 24, 2019 meeting. (Secretary - S. Hancock)
 2. Discussion and consideration of approving the minutes of the October 8, 2019 meeting. (City Clerk - S. Hancock)
 3. Discussion and consideration of accepting the City Manager's Report for the month of September 2019. (Finance - C. Barron)
 4. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2019-2020, increase: Risk Fund, expenses/Risk Insurance (29) \$485,000. Worker's Comp Fund, expenses/Risk Insurance (29) \$1,477,000. Grants Fund, revenue/Intergovernmental (62) \$45,000; revenue/Transfers In (62) \$3,443; expenses/Police (62) \$48,443. Police Impound Fees Fund, expenses/Transfers Out (62) \$3,443. (Finance - C. Barron)
 5. Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan. (Human Resources - T. Bradley)
 6. Discussion and consideration of accepting the Monthly Neighborhood Services report for September 2019.
 7. Discussion and consideration approving entering into an agreement with Municode in an amount of \$34,500, for a new City website for redesign, hosting and support services. (Communications and Marketing - C Koos)

8. Discussion and consideration of granting permission to Inasmuch Foundation to pay for repairs and upgrades in an amount of \$11,032.00 for the City of Midwest City's Centennial Clock at Town Center. (Community Development - B. Harless)
9. Discussion and consideration approving and adopting a resolution selecting H. W. Lochner as the engineer responsible for the annual city bridge inspections for compliance with National Bridge Inspection Standards for the term of April 1, 2020 to March 31, 2022. (Public Works - P. Menefee)
10. Discussion and consideration of approving the Tree Board's 2019-20 Landscape Plan. (Public Works – P. Streets)
11. Discussion and consideration of accepting a Temporary Easement for the accessing of property adjacent to 116 West Ridgewood Drive. The easement is located within the corporate limits of the City of Midwest City, located in the Southwest Quarter of Section Thirty-Four (34), Township Eleven (11) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma. (Public Works - P. Menefee)
12. Discussion and consideration of accepting Grants of Temporary Easements from Brand and Mark Jennings, Triangular Silt Dike Co., Inc., Amalia Z. Segura, Kevin and Dian White, Dale and Patricia A. Stevens, and C&S Property Investments, LLC and a Permanent Easement from C&S Property Investments, LLC across certain parcels of land located within the corporate boundaries of Midwest City in Mappes Addition, Glenwood 5th Addition, and Glenwood 6th Addition of Section Eleven (11), Township Eleven (11) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma. (Community Development - B. Bundy)
13. Discussion and consideration to approve change order #1 amending the funding agreement for Federal-Aid Project Number STP-155E(919)EH, State Job Number 28817(04), with the Oklahoma Department of Transportation for the construction of the Mid-America Trail, in the amount of \$6,589.10. (Community Development - B. Bundy)
14. Discussion and consideration to approve the final quantity change order for Federal-Aid Project Number TAP-255D(329)AG. State Job Number 31436(04), with the Oklahoma Department of Transportation for the construction of the 29th Street Trail, no funds required since the change order is being reconciled with escrow account set up for this project.(Community Development - B. Bundy)
15. Discussion and consideration of the final quantity change order for Federal-Aid Project Number STPG-255F(336)AG. State Job Number 31475(04), with the Oklahoma Department of Transportation for the construction of the city-wide striping, no funds required since the change order is being reconciled with escrow account set up for this project. (Community Development - B. Bundy)

16. Discussion and consideration of an agreement with Schwarz Paving Company for temporary staging of construction equipment at 9100, 9200, and 9300 SE 29th Street, for an approximate term of 12 months, payment for use will be \$2,400 in borrow soil and/or crushed concrete. (Community Development - B. Bundy)
17. Discussion and consideration of rejecting the bid submitted for the City Hall Boiler Replacement Project, authorize the City Manager to Re-bid the project, and to find that the best interests of the people of the State of Oklahoma and the citizens of the City of Midwest City, would be best served by rejection of all bids. (Community Development - B. Harless)

D. DISCUSSION ITEMS.

1. (PC – 2017) Discussion and consideration of approval of the Replat of a part of Lot 5, Block 1 of the Harper Addition, described as a part of the NW/4 of Section 31, T12N, R1W and addressed as 10301 NE 7th Street. No action was taken on this item at the September 24, 2019 meeting. (Community Development - B. Harless)
2. (PC-2021) Public hearing with discussion and consideration of an ordinance to redistrict from C-3, Community Commercial to SPUD, Simplified Planned Unit Development, governed by the C-3, Community Commercial and C-4, General Commercial districts, subject to staff comments, for the property addressed as 6308 E. Reno Ave. (Community Development - B. Harless)
3. (PC – 2022) Public hearing with discussion and consideration approving an ordinance to amend the Soldier Creek Industrial Park (SCIP) Planned Unit Development governed by the C-4, General Commercial district and I-2, Moderate Industrial district for the property described as a part of the NE/4 of Section 27, T-12-N, R-2-W, of the Indian Meridian, Oklahoma County, OK. (Community Development - B. Harless)
4. (PC – 2023) Public hearing with discussion and consideration of approval of an ordinance redistricting from R-6, Single Family Detached Residential to a Planned Unit Development (PUD) governed by the R-MD, Medium Density Residential District, and of a resolution to amend the comprehensive plan from LDR, Low Density Residential, to MDR, Medium Density Residential, for the property described as a part of the Lots 7-10 of the Thomas Acres Addition. (Community Development - B. Harless)
5. (PC-2024) Discussion and consideration of approval of the Animal Shelter Preliminary Plat for the properties described as a part the SW/4 of Section 35, T12N, R2W, addressed as 8485 E. Reno, 2901 Woodside Drive and 2905 Woodside Drive. (Community Development - B. Harless)
6. (PC-2026) Public hearing with discussion and consideration of an ordinance amending Appendix A, Zoning Regulations, of the Midwest City Code; by amending Section 5, Supplemental Regulations, Section 5.15 Single-Family Driveways and Garages; Section 5.15.1 Standards for Garages for Single-Family Units; 5.15.1(A) Applicability; providing for repealer and severability; and declaring an emergency. (Community Development - B. Harless)

7. (PC – 2027) Discussion and consideration of approval of the final plat of the Kambree Square, Section 1 described as a part of the SW/4 of Section 1, T11N, R2W, located at 9205 SE 15th Street. (Community Development - B. Harless)
8. Public hearing with discussion and consideration of an appeal of the Notice and Order for “tall grass & weeds” and for “inoperative vehicle” filed by the owner of the property located at 325 North Richards Avenue. (Neighborhood Services - M. Stroh)
9. Discussion and consideration of a Memorandum of Understanding with the City of Choctaw regarding its employment of Mr. J. Guy Henson on a part-time basis to include no economic development work by Mr. Henson for the first three years of that employment. (City Attorney H. Poole)
10. Discussion and consideration of approving the minutes of the September 10, 2019 meeting. (Secretary - S. Hancock)

E. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the City Council on any Subject not scheduled on the Regular Agenda. The Council shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Council will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. THOSE ADDRESSING THE COUNCIL ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE COUNCIL.

F. EXECUTIVE SESSION.

1. Discussion and consideration of entering into executive session as allowed under Title 25 SS 307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. (City Manager - T. Lyon)
2. Discussion and consideration of entering into executive session as allowed under Title 25 SS 307(B)(4) for the purpose of discussion of confidential communications between a public body and its attorney concerning a pending investigation, claim, or action.

G. FURTHER INFORMATION.

1. Minutes of the October 1, 2019 Planning Commission meeting. Community Development - B. Harless
2. Discussion and consideration approving an ordinance amending the Midwest City Municipal Code, Chapter 21, Human Rights, by amending Article II Fair Housing, Division I Generally; by repealing and reserving Section 21-16, Fair Housing; by amending Section 21-17, Complaints; by repealing and reserving Sections 21-18, Investigation of Complaints, 21-19, Hearings, 21-20, Filing of Charges; by amending Division 2 Discriminatory Practices, Title; by amending Section 21-32, Prohibited Acts; by amending Section 21-33, Exemptions; by repealing and reserving Section 21-34, Violations; and providing for repealer and severability. (Grants Management – T. Craft)
3. Agenda for the October 16th, 2019 Regional Transportation Authority of Central Board of Directors meeting. (Community Development—B. Harless)

H. ADJOURNMENT.



CONSENT AGENDA



Notice for the Midwest City Council meetings was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityokorg).

Midwest City Council Minutes

September 24, 2019 – 6:00 PM

This meeting was held in the Midwest City Council Chambers at City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. Mayor Matt Dukes called the meeting to order at 6:00 PM with the following members present: Councilmembers Susan Eads, Pat Byrne, Española Bowen, *Sean Reed, Christine Allen, and *Jeff Moore with City Clerk Sara Hancock, City Attorney Heather Poole, and City Manager Tim Lyon. Absent: none.

OPENING BUSINESS. Assistant City Manager Vaughn Sullivan opened with the invocation, followed by the Pledge of Allegiance led by Councilmember Bowen. Council and Staff made community-related announcements. Charlotte Hiel received a Mayoral proclamation in honor of National Centenarian Day.

* Councilmember Reed left the meeting at 6:13 PM and returned at 6:15 PM.

CONSENT AGENDA. Allen made a motion to approve the consent agenda, as submitted, except for item one and seven, seconded by Bowen. Voting aye: Eads, Byrne, Reed, Bowen, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

1. Discussion and consideration of approving the minutes of the September 10, 2019 meeting.

Reed made a motion to approve the minutes, as submitted, except for item five, seconded by Eads. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

2. Discussion and consideration of accepting the City Manager's Report for the month of August, 2019.
3. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2019-2020, increase: Dedicated Tax 2012 Fund, expenses/Parks (23) \$37,113. General Gov't Sales Tax Fund, revenue/Transfers In (20) \$15,375; expenses/Communications (20) \$15,375.
4. Discussion and consideration to designate Troy Bradley, Human Resources Director, as the Oklahoma Municipal Retirement Fund (OMRF) approved agent.
5. Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan.
6. Discussion and consideration of adopting the Midwest City Emergency Operations Plan for 2019-20.
7. **Discussion and consideration of entering into a Memorandum of Understanding between Rose State College and the Midwest City Police Department to effectively address alleged crimes of violence on campus by employing off duty Midwest City police officers on a part-time basis to support and enhance campus security.** William Bridges, 10300 Belmont Ave, and staff addressed the Council. Bowen made a motion to approve the MOU, as submitted, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

8. Discussion and consideration of accepting the Monthly Neighborhood Services report for August 2019.
9. Discussion and consideration of entering into and approving an Agreement for Professional Services with Oshner Hare + Hare in the amount of \$303,525.00 to design the City Park located in the Original Mile. This is a General Bond Obligation project.
10. Discussion and consideration of declaring city vehicle unit 06-00-80, a 2010 Chevrolet Impala police patrol car, VIN number 2G1WD5EM5A1248072, a total loss and surplus to OMAG.
11. Discussion and consideration approving an expenditure of funds in an amount not to exceed \$150,000, for the Brazos' eCitation, eCrash Solutions, and handheld/eTicketing devices and printers, from Tyler Technologies

DISCUSSION ITEMS.

1. **(PC – 2016) Discussion and consideration of approval of the proposed preliminary plat of Mary Knowlin Estate, described as a part of the SW/4 of Section 8, T11N, R1W, addressed as 2500 Hand Road. This item was tabled at the September 10, 2019 meeting at the request of the applicant.** Mayor Dukes request no action be taken. Council and Staff discussion was had, Kathy Burley, 2541 Hand Rd, addressed Council. Eads made a motion to hear the item, seconded by Byrne. Voting aye: Eads, Byrne Bowen, Allen and Mayor Dukes. Nay: Moore. Abstain: Reed. Absent: none. Motion carried. Applicant, Kathy Burley, 2541 Hand Rd., and staff spoke with Council. Reed made a motion to approve the plat, as submitted, seconded by Byrne. Voting aye: Eads, Byrne Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Abstain: none. Absent: none. Motion carried.

* Councilmember Moore left the meeting at 6:44 PM.

2. **(PC – 2017) Discussion and consideration of approval of the Replat of a part of Lot 5, Block 1 of the Harper Addition, described as a part of the NW/4 of Section 31, T12N, R1W and addressed as 10301 NE 7th Street.** Mayor Dukes request no action be taken. Eads made a motion to hear the item, no second. After Council and staff discussion, she withdrew her motion. No action was taken.

* Councilmember Moore returned to the meeting at 6:50 PM.

3. **(PC – 2018) Discussion and consideration of approval of the Aspen Ridge Section 3 (formerly known as Turtlewood) Final Plat for the property described as a part of the SE/4 of Section 7, T-11-N, R-1-W.** Applicant, Muhamad Kahn with SMC Consulting of 815 W. Main, OKC, and Staff spoke with Council. Moore made a motion to approve the Final Plat, as submitted, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

4. **(PC-2019) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to C-3, Community Commercial, and a resolution to amend the Comprehensive Plan from LDR, Low Density Residential to COMM, Commercial, for the property described as a part the NE/4 of Section 25, T12N, R2W, and further described as the north 115' of the parcel addressed as 9622 NE 23rd Street.** Applicant, Godfrey Uwudia, 9622 NE 23rd, and Staff spoke with Council. Allen made a motion to approve the Ordinance 3384 and Resolution 2019-25, as submitted, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
5. **(PC-2020) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to C-4, General Commercial, and a resolution for a Special Use Permit to allow the use of Animal Sales and Services: Kennels and Veterinary Services, General, for the properties described as a part the SW/4 of Section 35, T12N, R2W, addressed as 8485 E. Reno, 2901 Woodside Drive and 2905 Woodside Drive.** Staff spoke with Council after which Bowen made a motion to approve the Ordinance 3391 and Resolution 2019-26, as submitted, seconded by Eads. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
6. **Discussion and Consideration of accepting an update regarding ongoing OG&E Street Lighting maintenance issues.** OG&E representative, Nicole Rhodes, and Staff spoke with Council after which Allen made a motion to accept the report, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

At 7:24 PM, the Council recessed and they returned to open session at 7:32 PM.

7. **Discussion and consideration regarding a public presentation on development and design phase of the Midwest City Animal Shelter by Selser Schaefer Architects from Tulsa, OK.** Selser Schafer representative, Jason Cofer, and Staff spoke with Council after which Byrne made a motion to accept the report, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
8. **Discussion and consideration of a quarterly update on the progress of the execution of the General Obligation Bond (the Bond) projects.** Staff spoke with Council after which Eads made a motion to accept the update, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
9. **Discussion and consideration of appointing Ms. Julie Mallonee to fill the vacant Ward 4 position on the Citizens' Advisory Committee on Housing and Community Development.** Staff spoke with Council after which Reed made a motion to appoint Ms. Julie Mallonee, seconded by Eads. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

NEW BUSINESS/PUBLIC DISCUSSION.

There was no new business or public discussion.

At 7:44 PM, Allen made a motion to recess, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried. Mayor Dukes called the meeting back to order at 7:47 PM.

EXECUTIVE SESSION.

1. **Discussion and consideration of entering into executive session as allowed under Title 25 SS 307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.** At 7:47 PM, Reed made a motion to go into executive session, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

* Councilmember Reed left the meeting at 8:25 PM and returned at 8:27 PM.

At 8:43 PM, Reed made a motion to return to open session, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

Byrne made a motion to authorize the Mayor to proceed as directed in executive session, seconded by Eads. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

ADJOURNMENT.

There being no further business, Mayor Dukes adjourned the meeting at 8:43 PM.

MATTHEW D. DUKES II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

Notice for the Midwest City Council meetings was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Council Minutes

October 8, 2019 – 6:00 PM

This meeting was held in the Midwest City Council Chambers at City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. **Mayor Matt Dukes called the meeting to order at 6:07 PM with the following members present: Councilmembers *Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore with City Clerk Sara Hancock, City Attorney Heather Poole, and City Manager Tim Lyon. Absent: none.

OPENING BUSINESS. Assistant City Manager Vaughn Sullivan opened with the invocation, followed by the Pledge of Allegiance led by Carl Albert High School Jr. ROTC Cadets Brumley, Plagman, and Whiting. Council and Staff made community-related announcements. Public Works Office Manager, Donna Akin and Maintenance Technician Three employee, Daniel Clay received recognition awards from Oklahoma Water & Pollution Control given by Public Works Director Paul Streets. Mayoral proclamations including Native American Day and Canadian Detachment Member Day were presented. Citations and letters from Oklahoma U.S. and State Representatives and Senators were presented to the Canadian Detachment with a flag that flew over the U.S. Capital.

* Councilmember Eads arrived at 6:20 PM.

CONSENT AGENDA. Allen made a motion to approve the consent agenda, as submitted, seconded by Reed. Voting aye: Byrne, Reed, Bowen, Allen, Moore, and Mayor Dukes. Nay: none. Abstain: Eads. Absent: none. Motion failed. After discussion with staff, Reed made a motion to approve the consent agenda, as submitted, except for item 1, seconded by Byrne. Voting aye: Eads, Byrne, Reed, Bowen, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

1. **Discussion and consideration of approving the minutes of the September 10, 2019 and September 24, 2019 meeting.** Allen made a motion to approve, motion died for lack of a second.
2. Discussion and consideration approving Amendment Two to the Master Services Agreement (MSA) with Empyrean Benefit Solutions, Inc., to extend the Term of the Agreement for an additional twelve (12) months, with an effective date of November 1, 2019, and an expiration date of October 31, 2020.
3. Discussion and consideration of entering into a Joint Use Agreement and Cooperative Construction and Maintenance Agreement for the SCIP Phase 2 Recreational Trail, with the Oklahoma Department of Transportation.
4. Discussion and consideration of declaring one blue couch/loveseat as surplus and authorizing disposal by public auction, sealed bid or destruction, if necessary.
5. Discussion and consideration of 1) declaring various computer equipment obsolete items of city property on the attached list surplus; and 2) authorizing their disposal by public auction, sealed bid or destruction, if necessary.

DISCUSSION ITEMS.

1. **Discussion and consideration of passing and approving Resolution 2019-27 to notify the public of publication of the most recent supplement, supplement #15, dated September 2019, to the Midwest City Code of ordinances and to ratify all other previous supplements and codifications.** Reed made a motion to approve Resolution 2019-27, as submitted, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Abstain: none. Absent: none. Motion carried.
2. **Discussion and consideration of approving the first amendment to and entering into the Professional Services Agreement with the Oklahoma County Criminal Justice Advisory Council along with Oklahoma County, the City of Oklahoma City, and the City of Edmond expiring on June 30, 2020.** Allen made a motion to approve the amendment and agreement, as submitted, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Abstain: none. Absent: none. Motion carried.

NEW BUSINESS/PUBLIC DISCUSSION. There was no new business or public discussion.

At 6:48 PM, Reed made a motion to recess, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried. Mayor Dukes called the meeting back to order at 6:49 PM.

EXECUTIVE SESSION.

1. **Discussion and consideration of 1) entering into executive session as allowed under 25 O.S. Section 307 (B) (3), Discussing the purchase or appraisal of real property; and 25 O.S. Section 307 (C) (11), for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business; and 2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session.** Executive session was not needed.
2. **Discussion and consideration of entering into executive session as allowed under Title 25 SS 307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.** At 6:49 PM, Reed made a motion to go into executive session, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

**At 7:17 PM, Mayor Dukes and Heather Poole left the meeting and both returned at 7:20 PM.

At 7:43 PM, Reed made a motion to return to open session, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried. Eads then made a motion to authorize the City Manager and Staff to proceed as discussed in executive session, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

ADJOURNMENT.

There being no further business, Mayor Dukes adjourned the meeting at 7:43 PM.

ATTEST:

MATTHEW D. DUKES II, Mayor

SARA HANCOCK, City Clerk



Finance Department
100 N. Midwest Boulevard
Midwest City, OK 73110
cbarron@midwestcity.org
Office: 405-739-1245
www.midwestcityok.org

TO: Honorable Mayor and City Council
FROM: Christy Barron, City Treasurer/Finance Director
DATE: October 22, 2019
SUBJECT: Discussion and consideration of accepting the City Manager's Report for the month of September 2019.

The funds in September that experienced a significant change in fund balance from the August report are as follows:

Hotel/Conference Center (195) had an operational gain of \$34,124 in September.

Golf (197) had an operational gain of \$38,109 in September.

Sooner Rose TIF (352) decreased due to the payment to:
MWC Warren Theater Inc. <\$4,734,377>

MWC Hospital Authority (425) activities for September:
Compounded Principal (9010) – unrealized gain on investment \$759,154
Discretionary (9050) - unrealized gain on investment \$176,367

This item is at Council's discretion.

Christy Barron
Finance Director

City of Midwest City
Financial Summary by Fund
for Period Ending September, 2019

(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6/30/2019 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
9	GENERAL GOVERNMENT SALES TAX	3,074,770	-	3,183,251	632,093	(740,573)	(108,481)	3,074,770
10	GENERAL	5,948,984	(150,566)	5,995,765	9,742,983	(9,940,331)	(197,347)	5,798,418
11	CAPITAL OUTLAY RESERVE	886,146	-	933,143	4,926	(51,923)	(46,997)	886,146
13	STREET AND ALLEY FUND	1,355,624	-	1,266,863	150,952	(62,191)	88,761	1,355,624
14	TECHNOLOGY FUND	181,782	-	164,040	103,759	(86,016)	17,743	181,782
15	STREET LIGHT FEE	1,776,408	-	1,630,191	153,912	(7,695)	146,217	1,776,408
16	REIMBURSED PROJECTS	933,840	(1)	874,019	73,068	(13,249)	59,819	933,839
17	29TH & DOUGLAS PROPERTY	5,500,285	-	5,500,283	1	-	1	5,500,285
20	MWC POLICE DEPARTMENT	4,407,819	(487)	4,188,477	4,067,235	(3,848,380)	218,855	4,407,332
21	POLICE CAPITALIZATION	510,659	-	491,782	214,677	(195,799)	18,878	510,659
25	JUVENILE FUND	20,482	-	30,214	13,525	(23,257)	(9,732)	20,482
30	POLICE STATE SEIZURES	72,734	-	72,631	1,627	(1,524)	103	72,734
31	SPECIAL POLICE PROJECTS	86,578	-	78,652	8,244	(319)	7,926	86,578
33	POLICE FEDERAL PROJECTS	56,316	-	61,341	175	(5,200)	(5,025)	56,316
34	POLICE LAB FEE FUND	22,188	-	21,650	2,808	(2,270)	538	22,188
35	EMPLOYEE ACTIVITY FUND	18,815	-	20,232	841	(2,258)	(1,417)	18,815
36	JAIL	152,246	-	151,135	20,065	(18,954)	1,110	152,246
37	POLICE IMPOUND FEE	153,117	-	156,316	15,081	(18,280)	(3,199)	153,117
40	MWC FIRE DEPARTMENT	2,910,014	(4)	2,803,249	3,142,413	(3,035,652)	106,761	2,910,010
41	FIRE CAPITALIZATION	964,772	-	877,748	153,133	(66,110)	87,024	964,772
45	MWC WELCOME CENTER	341,876	(155)	357,883	64,436	(80,599)	(16,163)	341,720
46	CONV / VISITORS BUREAU	226,130	-	200,919	107,466	(82,256)	25,211	226,130
50	DRAINAGE TAX FUND	-	-	-	-	-	-	-
60	CAPITAL DRAINAGE IMP	546,503	-	569,922	118,087	(141,506)	(23,419)	546,503
61	STORM WATER QUALITY	921,221	-	878,476	196,904	(154,158)	42,745	921,221
65	STREET TAX FUND	1,514,093	-	1,519,081	122,497	(127,484)	(4,987)	1,514,093
70	EMERGENCY OPER FUND	727,424	-	713,432	153,289	(139,298)	13,992	727,424
75	PUBLIC WORKS ADMIN	419,669	-	351,006	295,389	(226,725)	68,664	419,669
80	INTERSERVICE FUND	466,346	-	462,631	713,657	(709,942)	3,715	466,346
81	SURPLUS PROPERTY	459,066	(361,356)	97,486	14,123	(13,898)	224	97,710
115	ACTIVITY FUND	360,107	(420)	354,596	30,890	(25,799)	5,091	359,687
123	PARK & RECREATION	672,940	(150)	651,194	145,856	(124,260)	21,596	672,790
141	COMM. DEV. BLOCK GRANT	6,029	-	6,029	142,337	(142,337)	(0)	6,029
142	GRANTS/HOUSING ACTIVITIES	170,441	-	147,646	52,668	(29,873)	22,795	170,441
143	GRANT FUNDS	335,304	(275,304)	60,000	88,433	(88,433)	-	60,000

City of Midwest City
Financial Summary by Fund
for Period Ending September, 2019
(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6/30/2019 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
157	CAPITAL IMPROVEMENTS	2,149,775	(5,564)	2,363,534	207,055	(426,378)	(219,323)	2,144,212
172	CAP. WATER IMP-WALKER	1,162,376	-	1,022,289	140,774	(687)	140,087	1,162,376
178	CONST LOAN PAYMENT REV	2,805,459	(35,665)	3,186,744	222,031	(638,981)	(416,950)	2,769,794
184	SEWER BACKUP FUND	82,816	-	82,373	443	-	443	82,816
186	SEWER CONSTRUCTION	4,123,445	(175,000)	3,827,884	371,784	(251,223)	120,561	3,948,445
187	UTILITY SERVICES	516,170	(924)	500,342	310,477	(295,573)	14,904	515,246
188	CAP. SEWER IMP.-STROTH	617,604	-	603,107	104,741	(90,244)	14,497	617,604
189	UTILITIES CAPITAL OUTLAY	3,236,949	(71,537)	3,044,870	162,532	(41,990)	120,543	3,165,412
190	MWC SANITATION DEPARTMENT	2,565,461	-	2,266,302	1,822,650	(1,523,491)	299,159	2,565,461
191	MWC WATER DEPARTMENT	2,790,311	-	2,412,871	1,863,185	(1,485,745)	377,441	2,790,311
192	MWC SEWER DEPARTMENT	882,224	(13)	1,063,871	1,397,452	(1,579,113)	(181,660)	882,211
193	MWC UTILITIES AUTHORITY	941,878	-	936,841	5,037	-	5,037	941,878
194	DOWNTOWN REDEVELOPMENT	2,333,009	(5,045)	2,316,052	12,476	(565)	11,911	2,327,964
195	HOTEL/CONFERENCE CENTER	851,076	(592,307)	278,061	1,243,207	(1,262,499)	(19,291)	258,769
196	HOTEL 4% FF&E	1,310,206	-	819,894	568,169	(77,857)	490,312	1,310,206
197	JOHN CONRAD REGIONAL GOLF	181,603	(44,766)	74,131	347,735	(285,030)	62,705	136,836
201	URBAN RENEWAL AUTHORITY	32,833	-	36,197	179	(3,543)	(3,364)	32,833
202	RISK MANAGEMENT	1,102,364	(37)	1,553,379	219,392	(670,443)	(451,051)	1,102,327
204	WORKERS COMP	2,877,134	-	3,019,327	250,226	(392,419)	(142,193)	2,877,134
220	ANIMALS BEST FRIEND	84,488	-	79,400	5,088	-	5,088	84,488
225	HOTEL MOTEL FUND	-	-	-	189,799	(189,799)	-	-
230	CUSTOMER DEPOSITS	1,520,176	(1,520,176)	-	8,145	(8,145)	-	-
235	MUNICIPAL COURT	49,121	(49,121)	-	263	(263)	-	-
240	L & H BENEFITS	1,930,160	(53,115)	2,111,500	1,930,749	(2,165,204)	(234,455)	1,877,045
250	CAPITAL IMP REV BOND	15,231,172	(58,748,373)	(44,133,137)	3,796,641	(3,180,706)	615,936	(43,517,201)
269	2002 G.O. STREET BOND	446,705	-	444,318	2,387	-	2,387	446,705
270	2018 ELECTION G.O. BOND	25,527,370	-	25,642,175	137,666	(252,471)	(114,805)	25,527,370
271	2018 G.O. BONDS PROPRIETARY	10,822,632	-	10,773,118	57,903	(8,389)	49,514	10,822,632
310	DISASTER RELIEF	1,336,422	(145,491)	1,233,976	93,131	(136,176)	(43,045)	1,190,931
340	REVENUE BOND SINKING FUND	-	-	-	1,462,651	(1,462,651)	-	-
350	G. O. DEBT SERVICES	630,003	(37,375)	587,081	8,921	(3,374)	5,547	592,628
352	SOONER ROSE TIF	2,383,948	-	6,988,109	133,716	(4,737,877)	(4,604,160)	2,383,948
353	ECONOMIC DEV AUTHORITY	52,096,493	(50,211,469)	1,631,682	318,395	(65,053)	253,342	1,885,024
425-9010	MWC HOSP AUTH-COMP PRINCIPAL	94,125,953	(7,118,532)	88,312,029	604,056	(1,908,663)	(1,304,607)	87,007,422
425-9020	MWC HOSP AUTH-LOAN RESERVE	3,052,607	(552,607)	2,500,000	15,489	(15,489)	-	2,500,000
425-9050	MWC HOSP AUTH-DISCRETIONARY	12,122,976	(12,821)	10,782,311	1,586,062	(258,219)	1,327,843	12,110,154
425-9060	MWC HOSP IN LIEU OF/ROR/MISC	6,793,769	(154,711)	6,551,122	577,016	(489,078)	87,938	6,639,060
425-9080	MWC HOSP AUTH GRANTS	482,685	-	-	482,685	-	482,685	482,685
	TOTAL	295,400,099	(120,323,092)	177,783,036	41,407,860	(44,113,887)	(2,706,026)	175,077,010



Finance Department
100 N. Midwest Boulevard
Midwest City, OK 73110
cbarron@midwestcity.org
Office: 405-739-1245
www.midwestcityok.org

TO: Honorable Mayor and City Council

FROM: Christy Barron, City Treasurer/Finance Director

DATE: October 22, 2019

SUBJECT: Discussion and consideration of supplemental budget adjustments to the following funds for FY 2019-2020, increase: Risk Fund, expenses/Risk Insurance (29) \$485,000. Worker's Comp Fund, expenses/Risk Insurance (29) \$1,477,000. Grants Fund, revenue/Intergovernmental (62) \$45,000; revenue/Transfers In (62) \$3,443; expenses/Police (62) \$48,443. Police Impound Fees Fund, expenses/Transfers Out (62) \$3,443.

The first supplement is needed to budget prior years' general liability case reserves according to actuarial report. The second supplement is needed to budget prior years' workers compensation case reserves according to actuarial report. The third and fourth supplements are needed to budget the 2020 Safe Oklahoma Grant from the Oklahoma Attorney General's Office and transfer from Police Impound Fee Fund to Grant Fund to pay Social Security expenses on the grant.

Christy Barron

Christy Barron
Finance Director

SUPPLEMENTS
October 22, 2019

Fund RISK (202)		BUDGET AMENDMENT FORM Fiscal Year 2019-2020			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
29	Risk Insurance			485,000	
		<u>0</u>	<u>0</u>	<u>485,000</u>	<u>0</u>

Explanation:
To budget prior years' general liability case reserves according to actuarial report. Funding to come from fund balance.

Fund WORKERS COMP (204)		BUDGET AMENDMENT FORM Fiscal Year 2019-2020			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
29	Risk Insurance			1,477,000	
		<u>0</u>	<u>0</u>	<u>1,477,000</u>	<u>0</u>

Explanation:
To budget prior years' workers compensation case reserves according to actuarial report. Funding to come from fund balance.

Fund GRANTS (143)		BUDGET AMENDMENT FORM Fiscal Year 2019-2020			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
62	Intergovernmental	45,000			
62	Transfers In	3,443			
62	Police			48,443	
		<u>48,443</u>	<u>0</u>	<u>48,443</u>	<u>0</u>

Explanation:
To budget 2020 Safe Oklahoma Grant and transfer in from Impound Fees Fund to pay Social Security expenses for grant.

Fund POLICE IMPOUND FEES (037)		BUDGET AMENDMENT FORM Fiscal Year 2019-2020			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
62	Transfers Out			3,443	
		<u>0</u>	<u>0</u>	<u>3,443</u>	<u>0</u>

Explanation:
To budget transfer out to Grants Fund to pay Social Security expenses on 2020 Safe Oklahoma Grant. Funding to come from fund balance.



Human Resources
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1235

Memorandum

TO: Honorable Mayor and Council

FROM: Troy Bradley, Human Resources Director

DATE: October 22, 2019

RE: Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan.

This item is placed on the agenda at the request of the Council. Attached to this memo is information regarding the current financial condition of the City Employees' Health Benefits Plan for the month of September 2019 which is the third (3) period of the FY 2019/2020.

A handwritten signature in black ink that reads "Troy Bradley".

Troy Bradley, Human Resources Director

FISCAL YEAR 2019-2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
PLAN INCOME												
Projected Budgeted (MTD)	674,837	674,837	674,837	674,837	674,837	674,837	674,837	674,837	674,837	674,836	674,836	674,836
Actual (MTD)	627,213	652,720	650,545									
Projected Budgeted (YTD)	674,837	1,349,674	2,024,511									
Actual (YTD)	627,213	1,279,933	1,930,478									
PLAN CLAIMS/ADMIN COSTS	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Projected Budgeted (MTD)	727,655	640,699	727,655	640,699	640,699	727,655	640,699	640,699	727,655	640,698	640,698	640,698
Actual (MTD)	646,453	673,397	845,354									
Projected Budgeted (YTD)	727,655	1,368,354	2,096,009									
Actual (YTD)	646,453	1,319,850	2,165,204									
EXCESS INCOME vs. EXPENDITURES	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Projected Budgeted (MTD)	-52,818	34,138	-52,818	34,138	34,138	-52,818	34,138	34,138	-52,818	34,138	34,138	34,138
Actual (MTD)	-19,240	-20,677	-194,809									
Projected Budgeted (YTD)	-52,818	-18,680	-71,498									
Actual (YTD)	-19,240	-39,917	-234,726									
FISCAL YEAR 2018-2019	Jul - 18	Aug - 18	Sep - 18	Oct - 18	Nov - 18	Dec - 18	Jan - 19	Feb - 19	Mar - 19	Apr - 19	May - 19	Jun - 19
PLAN INCOME												
Projected Budgeted (MTD)	590,806	886,209	590,806	590,806	590,806	590,806	590,806	590,806	886,209	590,806	590,806	590,806
Actual (MTD)	580,003	778,717	869,305	675,077	605,701	604,448	596,882	575,414	821,358	578,427	665,692	606,593
Projected Budgeted (YTD)	590,806	1,477,015	2,067,821	2,658,627	3,249,433	3,840,239	4,431,045	5,021,851	5,908,060	6,498,866	7,089,672	7,680,478
Actual (YTD)	580,003	1,358,720	2,228,025	2,903,102	3,508,803	4,113,251	4,710,133	5,285,547	6,106,905	6,685,332	7,351,024	7,957,617
PLAN CLAIMS/ADMIN COSTS	Jul - 18	Aug - 18	Sep - 18	Oct - 18	Nov - 18	Dec - 18	Jan - 19	Feb - 19	Mar - 19	Apr - 19	May - 19	Jun - 19
Projected Budgeted (MTD)	569,824	854,736	569,824	569,824	569,824	569,824	569,824	569,824	854,736	569,824	569,824	569,824
Actual (MTD)	697,154	533,729	955,290	867,993	682,361	587,394	736,335	389,324	755,224	518,118	696,172	634,023
Projected Budgeted (YTD)	569,824	1,424,560	1,994,384	2,564,208	3,134,032	3,703,856	4,273,680	4,843,504	5,698,240	6,268,064	6,837,888	7,407,712
Actual (YTD)	697,154	1,230,883	2,186,173	3,054,166	3,736,527	4,323,921	5,060,256	5,449,580	6,204,804	6,722,922	7,419,094	8,053,117
EXCESS INCOME vs. EXPENDITURES	Jul - 18	Aug - 18	Sep - 18	Oct - 18	Nov - 18	Dec - 18	Jan - 19	Feb - 19	Mar - 19	Apr - 19	May - 19	Jun - 19
Projected Budgeted (MTD)	20,982	31,473	20,982	20,982	20,982	20,982	20,982	20,982	31,473	20,982	20,982	20,982
Actual (MTD)	-117,151	244,988	-85,985	-192,916	-76,660	17,054	-139,453	186,090	66,134	60,309	-30,480	-27,430
Projected Budgeted (YTD)	20,982	52,455	73,437	94,419	115,401	136,383	157,365	178,347	209,820	230,802	251,784	272,766
Actual (YTD)	-117,151	127,837	41,852	-151,064	-227,724	-210,670	-350,123	-164,033	-97,899	-37,590	-68,070	-95,500

**FY19-20 CHANGE TO 24 PAY PERIODS FROM 26
2 EACH MONTH**

Sept 3/FY 2020: \$1,873,719
 Sept 3/FY 2019: \$2,247,629
 Sept 3/FY 2018: \$2,145,248
 Sept 3/FY 2017: \$1,830,366

**** HAD FIVE MONDAYS WITH REPORTED MEDICAL
CLAIMS PAID****



The City Of Midwest City
Neighborhood Services Department
Neighborhoods In Action • Code Enforcement • Neighborhood Initiative

MEMO

To: Honorable Mayor and Council
From: Mike S. Stroh, Neighborhood Services Director
Date: October 22, 2019
Subject: Discussion and consideration of accepting the Monthly Neighborhood Services report for September 2019.

In September 2019, the Code Enforcement Division had seven officers for the month. City Clerk's Code Officer was included in these numbers. Together they opened 873 new cases, cleared 677 cases, contracted 164 properties, and wrote 27 new citations. This makes 6,973 cases for the year and we currently have 984 open cases.

Here is a breakdown of all the violations worked for the month.

	September 2018	Total 2018	September 2019	Total 2019
Tall Grass & Weeds	373	2,376	527	2,274
Rubbish	47	642	7	657
Trash & Debris	123	1,415	101	1,283
Other Nuisance	171	1,250	115	1,263
Structures	45	774	34	726
Vehicles	37	457	35	485

This shows a comparison between 2018 and 2019 of the total cases worked by each ward.

	September 2018	Total 2018	September 2019	Total 2019
Ward 1	228	2,310	318	2,014
Ward 2	93	745	117	1,068
Ward 3	170	1,204	132	1,411
Ward 4	85	599	75	561
Ward 5	94	1,364	137	1,208
Ward 6	137	813	94	711

For the total in the Tall Grass & Weeds we only count the one notice type.

For the total in the Rubbish we only count the one notice type.

For the total in the Trash & Debris we only count the one notice type.

For the total in the Other Nuisance we count thirty-two notice types; Alcoholic Beverages, Assistance to Another Officer, Beer License, Coin Amusement Devices, Collection/Donation Boxes-Debris, Collection/Donation Boxes-Maintenance, Collection/Donation Boxes-Registered, Computer Work, Family Amusement License, Garage Sale-Permit Required, Graffiti, Health License, Litter, Misc. Violation, Nuisance Yard, Personal Storage Units (Commercial), Personal Storage Units (Residential), PM-Sewer, PM-Utilities Required-Water, Polycarts, Pool and Billiard Halls, Sight Triangle, Solicitor-Permit Required, Sports Equipment, Temporary Signs, Thank You Cards, Trim Trees, Utilities Required-Sanitation, Zoning-Group Residential, Zoning-Merchandise For Sale, and Zoning-C-3.

For the total in the Structures we count thirteen notice types; Address Numbers, PM-Accessory Structure, PM-Blighting Influence, PM-Boarded Dwellings, PM-Condemned Structure, PM-Exterior Paint, PM-Garage Doors, PM-General Exterior, PM-Open and Unsecure, PM-Roofs & Drainage, PM-Stairways and Porches, PM-Swimming Pools, Spas & Hot Tubs, PM-Vacant (Dilapidated) Structures, and PM-Windows and Glazing.

For the total in the Vehicle we count four notice types; Commercial Soft Surface, Inoperative Vehicle, Parking or Storing Commercial Vehicles, and Soft Surface Parking.

Mike S. Stroh

Mike S. Stroh, Neighborhood Services Director



Communications and Marketing
100 N. Midwest Blvd.
Midwest City, OK 73110
ckoos@midwestcityok.org
Office: 405-739-1206
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Commissioners

FROM: Claudia Koos, Communications and Marketing Director

DATE: October 22, 2019

SUBJECT: Discussion and consideration approving entering into an agreement with Municode in an amount of \$34,500, for a new City website for redesign, hosting and support services.

Municode has begun to offer a website that provides a user-friendly, seamless integration with our agenda prep software (Municode Agenda) and our Municode Code of Ordinances. For example, it auto-publishes ordinances from the Meetings platform to our online code (pg. 4).

The website services are tailored for local government agencies and provide a content posting solution that is simple and straight-forward which will save staff time (pg.2).

Their Mobile-friendly design will make it easier for our residents and visitors to our site to find information on their smartphone and tablets.

Their websites are also ADA/Section 508 Compliant. For example, the content reads left to right so screen readers can more accurately communicate and relay information from our website to the disabled.

As you may recall, this was approved for the current budget and based on the timeline for the redesign, there will be no disruption of service to our public in the change from our current website to the new one.

Please contact me if you have any questions or concerns at 739-1206 or ckoos@midwestcityok.org

Claudia Koos



Website Redesign, Hosting, and Support

Quote for Midwest City, Oklahoma



Bob Geiger

PO Box 2235 Tallahassee, FL 32316
850-692-7132 bgeiger@municode.com

LETTER OF INTEREST

01.21.19

Midwest City Hall
100 North Midwest Boulevard
Midwest City, OK 73110

Dear Website Selection Team:

Thank you for the opportunity to present our quote for website redesign, hosting, and support services. It is our goal to deliver a mobile-friendly website that is professional, easy-to-use, and easy-to-maintain.

Our team has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to posting content on the web, our solution is simple and straight-forward.

Our websites make it easier for your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization's services.

We create your website using Drupal, an industry-leading content management system. Since Drupal is open-source, your website is truly yours unlike those of many other government redesign companies that use their own proprietary software.

We are thrilled at the opportunity to partner on such an important initiative.

Sincerely,



Brian Gilday
President, Website Division

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COMPANY PROFILE

History, Mission, and Team

With over 65 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-five years and partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working in several states across the country.



Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



Project Team

We have a highly-skilled team with a customer service focus.



Jarrod - Project Sponsorship / Project Management / Customer Service

Jarrod has a Bachelor of Science degree in Mathematics and Business Administration from the University of Oregon. Jarrod is the Director of Professional Services and leads all aspects of project development and customer support.



Dave - Project Management / User Experience

Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.



Mary Joy – Project Management / User Experience

Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.



Paul – Development / Systems Architecture / QA

Paul has been working on software systems for years and is a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years of experience in quality assurance testing, so he will be acting as Municode's lead tester for the engagement.



Drago - Graphic Design

Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.

REFERENCES AND DESIGN EXAMPLES

Custom Designs

There is a reason why we have loyal customers! It is because we have a great solution, we take care of our customers, and we are committed to working with you for the long haul. When you pick up the phone and call us, we answer! When you email, we respond quickly – usually within 30 minutes. When you need us, we will be there for you. **But don't take our word for it, ask our clients.**

Brookhaven Georgia - 2017

[Vision Internet replacement]

<https://www.brookhavenga.gov>

Population: 52,444

Ann Marie Quill, Communications Manager
404-637-0508

annmarie.quill@brookhavenga.gov



Los Altos CA - 2017

[Civica replacement]

<https://www.losaltosca.gov>

Population: 30,010

Erica Ray, PIO
650-947-2611

eray@losaltosca.gov



Naples Florida - 2017

[Civic Plus replacement]

<https://www.naplesgov.com>

Population: 20,115

David Fralick, Communications Manager
239-213-1054

dfralick@naplesgov.com



AWARD WINNER! NAGW
Member's Choice Award – Best
Website in Nation for
Municipalities 40,000 and Under

Corvallis Oregon - 2017

[Vision Internet replacement]

<https://www.corvallisoregon.gov>

Population: 55,298

Patrick Rollens, Public Information Officer
541-766-6368

patrick.rollens@corvallisoregon.gov



Foster City CA - 2017

<http://www.fostercity.org>

Population: 30,567

Rob Lasky, IT Director
650-286-3216

rlasky@fostercity.org



Milwaukie Oregon - 2017

<http://www.milwaukieoregon.gov>

Population: 20,291

Hannah Wells, Webmaster
503-786-7545

wells@milwaukieoregon.gov



White Bear Lake Minnesota - 2017

<http://www.whitebearlake.org>

Population: 23,769

Kara Coustry, City Clerk
651-429-8508

kcoustry@whitebearlake.org



Great Falls Montana - 2017

<http://www.greatfallsmt.net>

Population: 59,351

Rachel Arms, Webmaster
406-455-8445

rarms@greatfallsmt.net



Specialty Sub-Site Graphic Designs

We also offer the option of having graphic designs for sub-sites that require specialized branding. We call these 'specialty sub-sites'. We leverage your main CMS and database, which allows us to offer these sub-sites with the same functionality as your main site yet with a completely different look and feel.

Economic Development

www.choosewoodstock.com
<https://www.fluvannacounty.org/ced>



Parks & Recreation

www.cprdnewberg.org
www.cityofvancouver.us/parksrec



Festivals

www.wintermusicfestival.org



Libraries

www.woodstockpubliclibrary.org



Police and Fire

www.mvfpd.org
www.quincypd.org
www.co.benton.or.us/sheriff



Event Centers / Cultural Centers

www.eventcenter.org
www.woodstockoperahouse.com
www.sherwoodcenterforthearts.org



Golf Courses

www.meadowlakesgc.com



Tourism

www.gofruita.com



WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

Key Project Deliverables

- ★ WEBSITE DESIGN
- ★ CONTENT MIGRATION
- ★ TRAINING
- ★ HOSTING
- ★ SUPPORT

Standard Features

- ⊙ Responsive Mobile Friendly Design
- ⊙ Simple Page Editor
- ⊙ Best-in-Class Search Engine
- ⊙ ADA/Section 508 Compliance
- ⊙ Social Media Integration
- ⊙ Web Page Categories - create a page once, have it show up in multiple places
- ⊙ Department Micro-sites (sites-within-a-site)
- ⊙ Rotating Banners and Headline Articles
- ⊙ Online Job Postings
- ⊙ Online Bid/RFP Postings
- ⊙ Photo Album Slideshows
- ⊙ Google Maps Integration
- ⊙ Resource/Document Center
- ⊙ Image auto-scaling and resizing
- ⊙ Site Metrics (Google Analytics)
- ⊙ Scheduled Publish On/Off Dates
- ⊙ Unlimited User logins
- ⊙ Unlimited Content
- ⊙ Word-like WYSIWYG Editor
- ⊙ Private Pages – staff view only
- ⊙ Email Subscriptions / Notifications
- ⊙ Projects Directory
- ⊙ Business Directory
- ⊙ Private Pages
- ⊙ Unlimited Online Fillable Forms
- ⊙ Emergency Alerts
- ⊙ Meeting Agendas/Minutes/Videos
- ⊙ Event Calendar
- ⊙ Page Versioning / Audit Trail
- ⊙ Latest News / Press Releases
- ⊙ Anti-spam controls
- ⊙ Email Harvesting Protection
- ⊙ Broken Link Finder
- ⊙ Dynamic Sitemap
- ⊙ Support for Windows, Mac, Linux
- ⊙ Video integration (YouTube, Vimeo, etc.)
- ⊙ Client owns rights to all data
- ⊙ Organization/Staff Directory
- ⊙ Frequently Asked Questions (FAQs)
- ⊙ Ordinances and Resolutions
- ⊙ Google Translate
- ⊙ Share This Button (Facebook/Twitter)
- ⊙ Secure Pages / SSL
- ⊙ Printer Friendly Pages
- ⊙ RSS Feeds Inbound/Outbound
- ⊙ Property Directory (Commercial/Industrial)
- ⊙ Parks and Trails Directory
- ⊙ Citizen 311

Optional Features/Services

- ⊙ Facility Reservations
- ⊙ Board Management
- ⊙ Stand-alone Intranet
- ⊙ Specialty Sub-site Graphic Designs
- ⊙ Custom Development

POLICIES AND PROCEDURES MANAGEMENT (OPTIONAL)

Municode Web includes a standard feature to post policy and procedure documents. Many organizations seek the additional features a policy and procedures management solution provides, such as approval workflow, automated PDF generation, and historical tracking. Examples of policy and procedure manuals include fire codes, general plans, financial reports, and proclamations. Municode's Self-Publishing Software facilitates these needs.

Key Project Deliverable

- ★ SOFTWARE LICENSE – Annually, includes up to five (5) authorized users
- ★ CONVERSION – Convert your current Word/Folio manuals to our software database for in-house publication, updates and maintenance
- ★ WORKFLOW – Provides organized, systematic execution of updates, corrections, new clauses, new codes, etc.
- ★ ONLINE BOOK HOSTING – Published in HTML format
- ★ SERVICE LEVEL - 99.95% up-time guarantee, data backups, disaster recovery
- ★ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

Standard Features

- ⦿ Policy/Amendment drafting tool
- ⦿ Automated code, policy and publication updates
- ⦿ Automated approval and signature workflow
- ⦿ Automated PDF generation for backup/printing
- ⦿ Historical tracking tool
- ⦿ Online training and customer service

Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

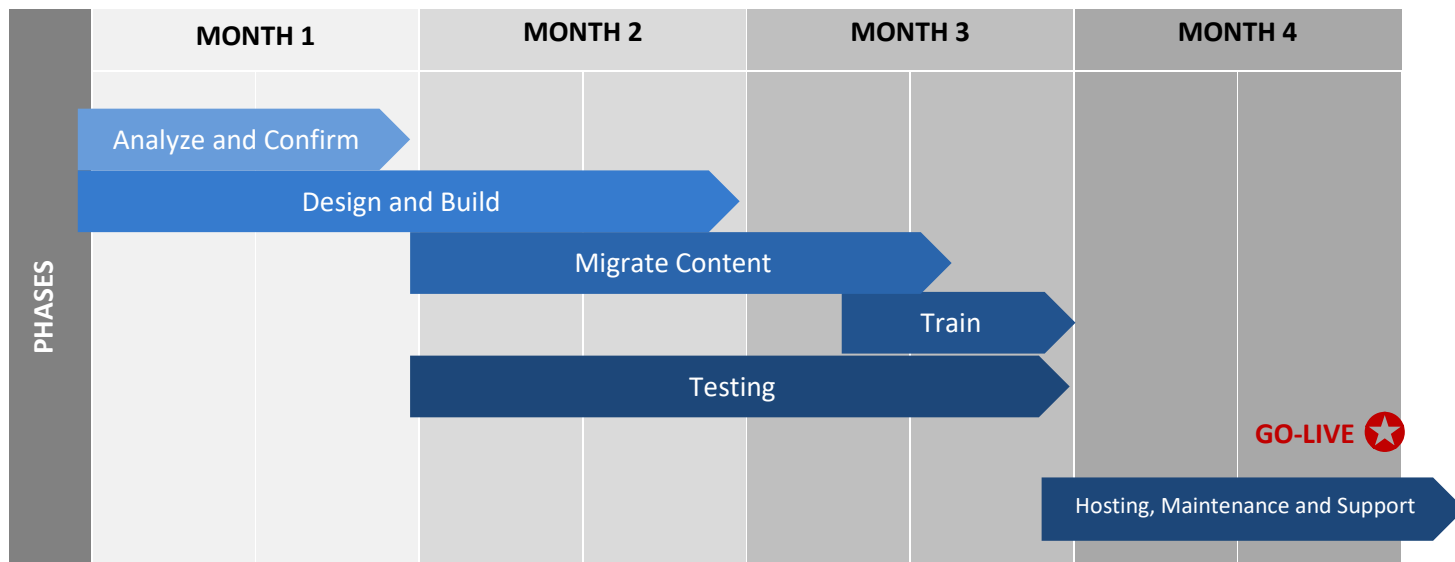
We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

PROJECT TIMELINE AND APPROACH

The typical project takes from 3 to 7 months. The high-level timeline below is an approximation. We will finalize the schedule once we meet with you:

Project Timeline Sample



Client Responsibilities

The client's responsibility and the key to a smooth on-time deployment is providing the initial information and approving proofs quickly.

- ☑ The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.
- ☑ The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders.
- ☑ The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.
- ☑ The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.
- ☑ The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

Project Phase Descriptions

Phase 1: Analyze and Confirm Requirements

Website Assessment:

Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.

Organizational Overview Inventory/Survey:

Municode will provide an organizational overview document for you to complete as part of this assessment.

Website Design Meeting:

Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.

Deliverables

- ① Summary assessment sheet
- ① Organization Survey
- ① Website design specification sheet (graphic design and information / navigation design)

Phase 2: Design and Build phase

Design Concept Creation and Approval (Custom Designs):

Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.

Website Setup, Configure, and Customization:

Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup, Municode will finalize any remaining elements to the approved design and navigation.

Deliverables

- ① Design concepts
- ① Finalized design (Photoshop PSD)
- ① Functional beta website with approved design
- ① Content migration

Phase 3: Migrate Content

Content Finalization and Departmental Acceptance

Municode migrates initial content and your trained staff finalizes prior to go-live. See pricing section for specific number of included pages.

Meeting Agendas and Minutes: Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. Files must be provided with a standard naming convention to allow for auto parsing of date. (i.e. minutes_061516.pdf, etc.)

Standard Web Pages: A standard web page is defined as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex pages, we can provide a custom quote.

Directory pages (Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions): Client completes manually or may request a custom quote. For custom quotes, client completes an excel template with directory data and Municode auto-imports directory content.

Deliverables

- ⦿ Content creation and migration
- ⦿ Departmental content 'signoff'

Phase 4: Staff Training

Staff Training

Throughout the development and after launch, our customers have access to training, resources and educational opportunities that help them thrive. Our initial training is offered to administrators and content contributors.

Deliverables

- ⦿ On-site (if applicable)
- ⦿ Web teleconference
- ⦿ Videos and User guides

Phase 5: Testing

Municode Functional Testing

Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. Test will confirm proper functionality of all features documented in this proposal.

Acceptance Testing

Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.

Deliverables

- ⦿ Completing Testing Checklists
- ⦿ Site acceptance by client

Go Live ★

Go-Live

We will work with you to make the appropriate 'A' Record DNS entry changes to begin the process of propagating the new production web server IP address.

Deliverables

- ⦿ Accepted Final Live Website

HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

Hosting

We provide first-class hosting services in a secure data center. We take cyber security seriously. Your website will be secure from multiple perspectives:

Data Center

We host your website in a secure data center. The data center is manned 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack on a regular basis.

Data transmission

We guarantee up to 1 Terabyte of data transfer per month.

Redundant high-availability failover (optional):

We have the capability of providing premium hosting service levels by offering a mirrored copy of your site on a separate infrastructure and geographic location. We would need to talk through the required service levels and bandwidth to provide pricing for this item.

Web CMS software security

We apply security updates to your Drupal-based CMS whenever updates are posted. Your website is built on Drupal software that has the confidence of millions of websites in both the private sector and public sector, including whitehouse.gov, the City of Boston and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

Web transmission security

Your website is secured with SSL to encrypt transmission of data. We SSL-enable every page on your website for maximum security.

User authentication security

Our solution is configured with granular role-based permissions, and each user is required to login with a unique user id and password. We also offer a [two-factor authentication option](#) using Google Authenticate if that should be something you are interested in pursuing.

Data Backup

We back up your data in multiple geographic locations. We backup daily, weekly, monthly, and up to 7 years of annual data backups.

Guaranteed Uptime

Municode guarantee web server uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service

Maintenance and Customer Support

24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine website operation questions from staff.

Security upgrades:

Municode will apply security upgrades to your solution's core and contributed modules ensuring that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 9PM-3AM Pacific, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Site Monitoring and Site Recovery:

Municode will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after problems are detected.

Free feature upgrades:

As we update our base Municode features, you receive those upgrades for FREE.

PROJECT COSTS

Design, Development, and Implementation Phase \$28,500

- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with **custom** design
- Content migration; up to 1,500 pages and 5 years meeting minutes
- Training: on-site 2 days, web teleconference, video, user guides

Annual Hosting, Maintenance, and Customer Support \$6,000 / year

- 80GB disk space and up to 1 terabyte data transfer per month
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours' webinar refresher trainings per year

Total Year 1 Costs \$34,500

Select Additional Website Options

- | | |
|---|--|
| <input type="checkbox"/> Specialty sub-site graphic designs | \$3500 + \$600 per year (per design) |
| <input type="checkbox"/> Site graphic redesign every 4th year | \$600 per year (per design) |
| <input type="checkbox"/> Additional on-site visits (training, consultation, etc.) | \$1500 day 1, \$1000 per day (days 2+) |
| <input type="checkbox"/> Custom Feature Development | \$150 per hour or fixed bid quote |

Policies and Procedures Management (Optional)

- | | |
|--|---|
| <input type="checkbox"/> One-time Setup / Conversion Fee | \$150 per 100 pages per book |
| <input type="checkbox"/> Annual Service Fee | \$500 per book (seats 1-5)
+\$250 per book (seats 6-10)
+\$200 per book (seats 11-15) |

PAYMENT SCHEDULE

Year 1

- | | |
|---|----------------------------|
| Sign contract | 50% of one-time costs |
| Implement design and features | 50% of one-time costs |
| Conduct training (site moved to production / annual support begins) | annual hosting and support |

Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.
- 2, 3, or 4-year interest-free payment plan available upon request

SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between Midwest City, Oklahoma ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) Obligation of Confidentiality. During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of orgstate without resort to any jurisdiction's conflicts of law, rules or doctrines.

Submitted by:

Municipal Code Corporation

By: *Brian Gilder*

Title: President, Website Division

Accepted by:

By: _____

Title: _____

Date: _____



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Brandon Bundy, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Planning Manager
COMPREHENSIVE PLANNING
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

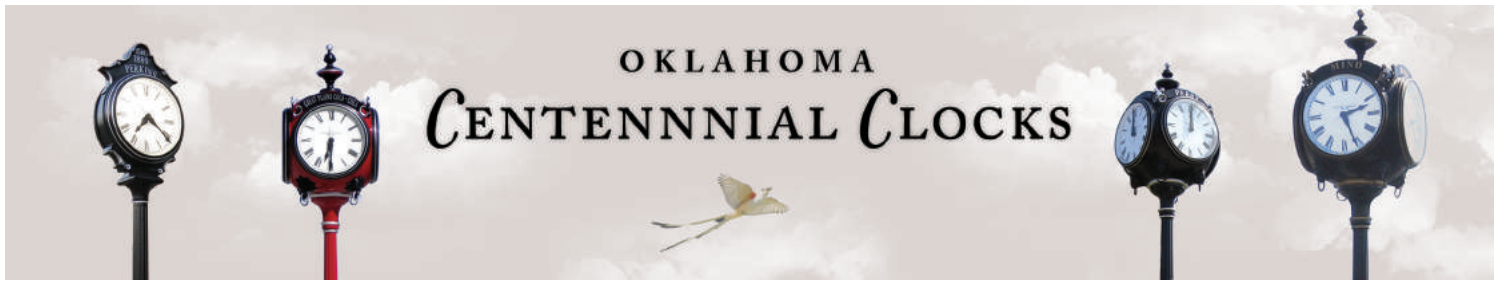
Date: November 22nd, 2019

Subject: Discussion and consideration of granting permission to Inasmuch Foundation to pay for repairs and upgrades in an amount of \$11,032.00 for the City of Midwest City's Centennial Clock at Town Center.

Inasmuch Foundation is requesting City of Midwest City to allow the Foundation to provide payment for repairs and upgrades for the City Centennial Clock at Town Center. The repairs and upgrades will cost \$11,032.00. The Inasmuch Foundation grants, for repairs and upgrades to Centennial Clocks, are being provided throughout Oklahoma, with non-working clocks taking priority. There is no out of pocket expense for the City of Midwest City.

Staff recommends approval.

Billy Harless, AICP
Community Development Director



October 3, 2019

City of Midwest City
Town Center Plaza Authority
Heather Poole, City Attorney
Petya Stefanoff, Comprehensive Planner
100 N. Midwest Boulevard
Midwest City, OK. 73110

RE: City of Midwest City Town Center Plaza Centennial Clock and Chimes

Dear Heather and Petya,

Thank you for meeting with me regarding the Oklahoma Centennial Clock and Chimes that our office installed some ten years ago at Town Center Plaza.

Our Clock Project Office has been asked to contact all non-profit entities in Oklahoma County who installed Centennial Clocks and Chimes. Inasmuch Foundation has appropriated money to our office to pay for the modernization of clock internal workings, interior lighting, and chime sounding instruments. The Foundation is making this gracious gift to all site owners in an effort to bring back into operation clocks and chime systems that are defunct and non-operational as well as update functioning locations to extend the life of these historic monuments.

We were asked and have proceeded conducting an audit in order to prioritize the clocks being refurbished. At the time of our audit in September, the Town Center Plaza Clock was identified as non-function and non-working. Therefore, we prioritized contacting you regarding to obtain permission to perform the upgrade at non cost to the City of Midwest City or the Town Center Plaza Authority.

We request access to the clock and chimes location at Town Center Plaza. The clock movements and control computer will be replaced with new timepieces and controller. The interior fluorescent lighting will be upgraded to long-lasting LED bulbs. The clock sounding bell device will be changed from a Microsoft Palm Pilot to a new iPad.

These improvements will not infringe on your city's applicability for grants as Inasmuch Foundation is granting the monies directly to our office. We are simply providing parts and services and acting as project administrator. The valuation of the gift is \$11,032.00 assuming upon further inspection that additional work does not need to be done.

Inasmuch Foundation has asked all recipients of these parts and services sign a letter of goodwill that states that they will do their best to inform the Clock and Bell Project of any equipment failures within the 5-year warranty period after the refurbishment is completed. They ask that you commit to maintain the clock monument and the chimes after the five-year warranty period expires. There is no legal binding element to signing this letter.

With all that stated, congratulations on being accepted as a recipient of this upgrade. Assuming that we can obtain the signed letter back from you during the month of October, the upgrade will presumably occur in November or December as fair weather allows. We will request access to the closet containing the chime computer and the plaza area of which the clock resides.

Thanks and best,



Jeff M. Bezdek
Centennial Clock and Bell Project Director

Oklahoma Centennial Clock & Bell Project Office
The Centennial Clock and Bell Project Office
1015 N. Broadway (Suite 120) Oklahoma City, Oklahoma 73102
405.231.1912 • info@centennialclocks.com





Public Works City Engineer
Patrick Menefee
pmenfee@midwestcityok.org
8730 S.E. 15th Street,
Midwest City, Oklahoma 73110
O: 405-739-1066 /Fax: 405-739-1090

TO : Honorable Mayor and City Council

FROM : Patrick Menefee, P.E., City Engineer

DATE : October 22nd, 2019

SUBJECT: Discussion and consideration approving and adopting a resolution selecting H. W. Lochner as the engineer responsible for the annual city bridge inspections for compliance with National Bridge Inspection Standards for the term of April 1, 2020 to March 31, 2022.

The resolution is required in order to select an engineering firm to perform the annual bridge inspections within Midwest City according to the National Bridge Inspection Standards. The Oklahoma Department of Transportation provides several pre-qualified engineering firms that are interviewed for selection. H.W. Lochner was selected based on their experience.

Staff recommends acceptance as this is consistent with past policy.

Patrick Menefee, P.E.

City Engineer

Attachment

RESOLUTION _____

CONCERNING BRIDGE INSPECTION RESPONSIBILITY
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH
NATIONAL BRIDGE INSPECTION STANDARDS

Bridge Inspection Contracts for April 1, 2020 to March 31, 2022

WHEREAS, the City of Midwest City has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of Midwest City has the following options:

- (1) Select one of ODOT's prequalified engineering firms.
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).
- (3) Use the same consultant as Oklahoma County. A letter is attached stating that the County has agreed to cover the extra cost for the Federal local match of the city bridges.
- (4) Let ODOT make your selection.

Therefore, BE IT RESOLVED, by the City of Midwest City that it is their desire to select option #1 and choose

H.W. LOCHNER
13439 Broadway Ext, Suite 101
Oklahoma City, OK 73114

as the engineer responsible for city bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this _____ day of _____, 2019.

BY _____

Mayor

ATTEST: _____
City Clerk



Public Works Director
R. Paul Streets
pstreets@midwestcityok.org
8730 S.E. 15th Street,
Midwest City, Oklahoma 73110
O: 405-739-1061 /Fax: 405-739-1090

MEMORANDUM

To: Honorable Mayor and Council

From: R. Paul Streets, Public Works Director

Date: October 22, 2019

Subject: Discussion and consideration of approving the Tree Board's 2019-20 Landscape Plan.

On July 09, 2019, the Tree Board approved the Year 2019-20 Landscape Plan. A copy of the plan has been submitted for your review.

Staff recommends approval.

R. Paul Streets
Public Works Director

Enc. 2019-20 Landscape Plan

2019/2020

Midwest City Landscape Master Plan



Midwest City Tree Board
8730 S.E. 15th St.
Office # (405) 739-1066
Fax # (405) 739-1090
www.midwestcityok.org



Midwest City Tree Board

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Midwest City Tree Board



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Midwest City Tree Board

Acknowledgements

City Council Members

Mayor Matt Dukes
Ward 1 Susan Eads
Ward 2 Pat Byrne
Ward 3 Espaniola Bowen
Ward 4 Sean Reed
Ward 5 Christine Allen
Ward 6 Jeff Moore



Tree Board Members

Grace Sullivan, Chair
Margie Humdy, Vice Chair
Lou Atkinson
Sherry Beaird
Sherrri Anderson
Suzi Byrne
Theresa Mortimer

City Manager Tim Lyon

A LANDSCAPE MASTER PLAN PREPARED FOR THE CITY OF MIDWEST CITY, OKLAHOMA

REVISED:
July 2019

PROFESSIONAL AND TECHNICAL STAFF

R. Paul Streets, Public Works Director
Steve Bray, Forestry and Facility
Supervisor

Midwest City Tree Board



Preface

The urban forest is an essential element of the modern city. Without trees and landscaping cities become concrete jungles void of natural surroundings. In planned communities trees and plant materials are used to accent and soften building lines, screen-parking areas, and heavy use activity areas, provide a buffer between land uses and create privacy. In addition, trees and plant materials serve to control noise levels and create aesthetically pleasing environments in which to live.

The Midwest City Council demonstrated its support for the development of the urban forest by forming a Tree Board to oversee the “care, preservation, trimming, planting, replanting, removal, or disposition of trees and shrubs; in public ways, streets, parks, and alleys.” As required in section 42-3(f) of the Midwest City Municipal Code the Midwest City Tree Board has developed a Landscape Master Plan identifying the goals, plans, and objectives necessary to enhance the development of the urban forest in Midwest City. The following document provides detailed information concerning the Midwest City Tree Board’s Landscape Master Plan.



Midwest City Tree Board

Purpose

The Midwest City Tree Board has developed a Landscape Master Plan, which establishes city policy concerning tree planting and landscaping. The Landscape Master Plan facilitates orderly and consistent tree planting and landscaping throughout the city. The purpose of this plan is to accumulate and present the data needed to enhance and increase the tree population of Midwest City. Apart from the development of the Landscape Master Plan, the Tree Board has researched and prepared regulations pertaining to tree pruning, removal, disposal, and specifications for planting within city right-of-ways.



Midwest City Tree Board



Tree Board Standing Committees

The Midwest City Tree Board held its first meeting in March 1980. The seven-member board works closely with several government agencies including the City of Midwest City Public Works Department and the Oklahoma Department of Agriculture's Urban Forestry Division. The Oklahoma State University Horticultural Extension Center also serves as a consultant to the Tree Board. Standing committees serve at the pleasure of the Tree Board. Standing committee members are appointed by the Chairman and are confirmed by the board.

Public Image

The Public Image sub-committee engages the news media and special programs to enlist public support and to inform Midwest City residents of the Tree Board's progress and plans.

Master Plan

The Master Plan sub-committee defines and delineates those areas that are to be a part of the Master Plan. The extent of a planting project and its priority are also assigned.

Annual Work

The Annual Work sub-committee works with the Street Department to implement the programs approved by the Tree Board.

Community Projects

The Community Projects sub-committee provides a communication link with various community organizations and civic groups. This committee is responsible for the solicitation of funds from community groups.



Midwest City Tree Board

Master Plan Phase History

- Phase I - S. Midwest Blvd. from the 2200 block to the 2700 block within the easement on the west side of the roadway
- Phase II - S.E. 15th St. from Century Blvd to Woodbriar Ln. along the walking trail located on the north side of the roadway
- Phase III - S.E. 29th St. from the 6500 block to the 6900 block within the center islands of the roadway
- Phase IV - Hudiburg Dr. from S.E. 15th St. to Adair Blvd. within the center islands of the roadway
- Phase V - Parklawn Dr. from E. Reno Ave. to National Ave. within the center islands of the roadway
- Phase VI - S.E. 15th St. from S. Westminster Rd. to S. Anderson Rd. within the center islands of the roadway
- Phase VII - S. Post Rd. from E. Reno Ave. to S.E. 15th St. within the center islands of the roadway



The Value of Trees in a Community

The role of trees in providing beauty and shade in our communities and neighborhoods is widely appreciated. But what is less generally understood are the many vital and often unseen things trees do to make our cities and towns more pleasant and healthful places in which to live.

In The Community, Trees:

Reduce Energy Costs – Trees have been called the low tech solution to energy conservation. Shade from trees reduces the need for air conditioning in summer. In winter, trees break the force of winter winds.



Studies have shown that parts of cities without cooling shade from trees can literally be “heat islands,” with temperatures as much as 12 degrees Fahrenheit higher than surrounding areas.



Midwest City Tree Board

Clean the Air – Trees produce oxygen that we breathe. In addition, trees remove air pollution by lowering air temperature, by releasing water into the atmosphere, and by retaining particulates. By reducing the need for heating and cooling systems, trees also reduce emissions that contribute to atmospheric carbon dioxide and the greenhouse effect.

Produce Economic Benefits – Trees add value to retail areas by making them more attractive places for shopping. Trees along streets and on private property increase property values. Studies conducted in two communities in New York and Connecticut showed that the presence of trees increased the selling price of homes by as much as 15 percent.

Screen Noise and Undesirable Views – Strips of densely planted trees and shrubs will not completely remove the annoyance of city noise, but they can significantly reduce it. Urban forestry researchers have shown that even narrow belts of trees can reduce noise by three to five decibels. And, trees can provide privacy or screen out undesirable views.

Attract Wildlife – Trees can provide habitat for songbirds and other desirable wildlife, adding natural sounds and beauty in the urban environment.

Slow Runoff and Prevent Erosion – The leaves of trees break the force of rain, reducing flooding by helping water percolate into the soil instead of quickly running off. Tree roots also help hold the soil in place on steeper hillsides, preventing erosion and improving water quality.



Midwest City Tree Board



The Importance of Urban & Community Forestry

To some it may sound like a contradiction of terms, but many foresters actually work in cities. Their work may not be as well-known as that of their rural colleagues, but urban foresters play a vital role in the health and future of some of America's most important forests—the trees along our streets and urban river corridors, and in our parks and yards. Every citizen wants professional police protection, a high quality fire department, and the best possible administrators of the city coffers. It is important that the welfare of our communities' tree resources be similarly entrusted to professional management.

According to studies cited by The National Arbor Day Foundation, only 39 percent of American municipalities have programs to systematically care for their publicly owned trees. Yet the health and appearance of a community's trees is one of the most important factors in determining a city's visual image and quality of life.

“Trees are vital elements in the fabric of any community,” says John Rosenow, president of the Foundation. “They provide cooling shade in summer, help reduce the chill of winter winds, clean the air, reduce noise, and provide a home for songbirds, to name just a few of the benefits of trees in an urban setting.”

The National Arbor Day Foundation operates the Tree City USA program to help encourage community forestry programs and provide recognition to cities and towns that meet certain standards for community tree planting and care.

Rosenow notes that every community's forestry program will be different, tailored to the needs and circumstances of its citizens and trees. Flying the flag of Tree City USA is a symbol of good urban forestry, but that symbol represents a lot of hard work. Some of the goals that city foresters seek to attain for their communities include:



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1. Making the Community a Beautiful Place

Trees make life more pleasant. City forestry programs work toward giving greater vitality to neighborhoods and a unique character to the community. In turn, this attracts and retains residents and desirable industries, increasing both property values and the tax base. A well-managed city forestry program contributes to the well-being of the community through the beauty of trees.

2. Keeping Public Trees Safe

Proper selection of tree species, routine inspection, knowledgeable pruning and maintenance, control of insects and diseases, and the timely removal of dangerous or dead trees- these are some of the ways city forestry programs provide for public safety and protect people and property from falling limbs or trees.



3. Efficiency in Tree Care

With 134 trees per mile lining the streets of an average American city, a systematic approach to tree management is needed. After making a well-developed inventory of publicly owned trees, city foresters can use scheduled maintenance instead of crisis management. The result is longer life of trees. Also, more time and money can be available for planting and maintaining trees instead of removing them.

4. Community Involvement

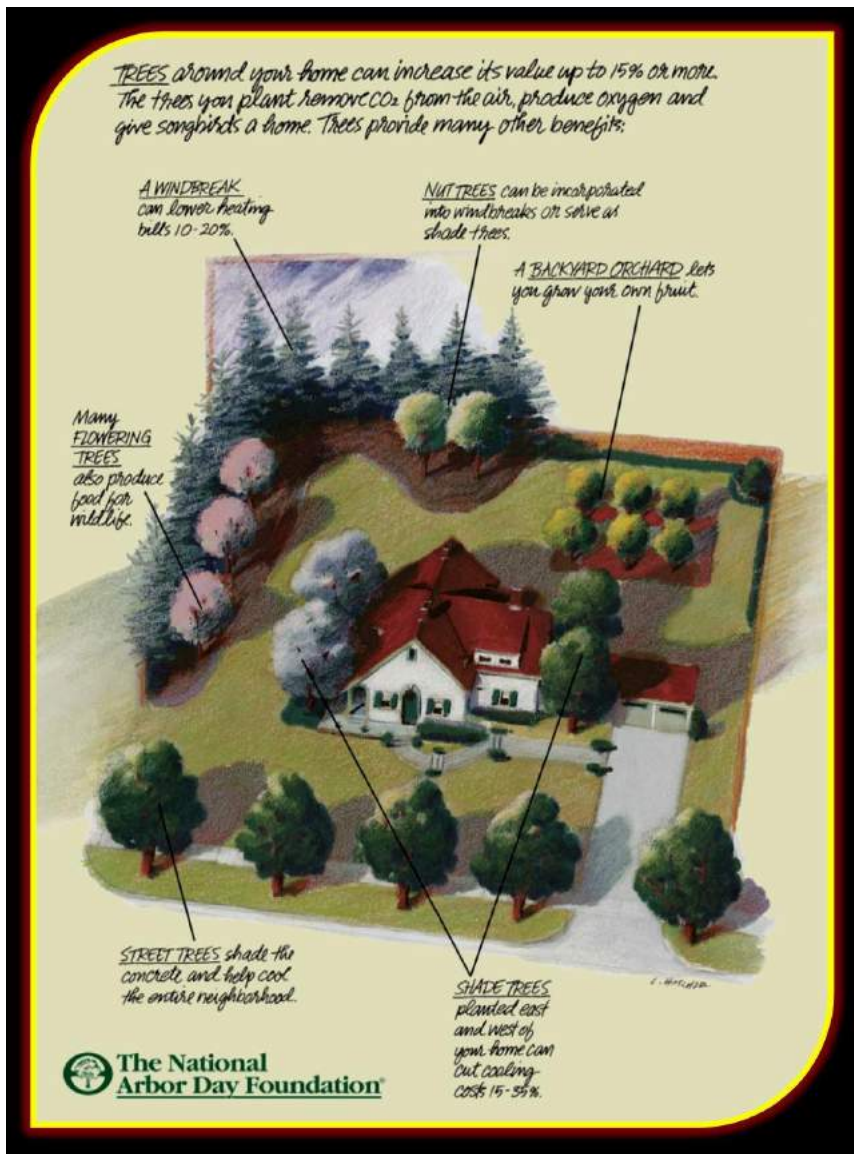
Public support is essential for the success of an urban forestry program. Therefore, city foresters work with tree advisory boards, volunteer groups and others, as well as the media. Many conduct educational outreach programs aimed at informing home and business owners about how to care for trees on their own property.

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Benefits of Trees

Trees are major capital assets in Midwest City. Just as streets, sidewalks, utilities, public buildings and recreational facilities are a part of a community's infrastructure, so are publicly owned trees. Trees and collectively the urban forest are important assets that require care and maintenance the same as other public property.



Without proper landscaping the city is a sterile landscape of concrete, brick, steel, and asphalt. Trees make the community livable as well as add beauty and create an environment beneficial to mental health.



Midwest City Tree Board



S. Midwest Blvd.
2200 to 2700 Block

Midwest City Tree Board





S.E. 29th St.

6800 Block Islands



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Hudiburg Dr.
Center Islands

Midwest City Tree Board





Parklawn Dr.
Center Islands



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Additional Tree Inventory

(Trees added 2019/2020 Fiscal Year)

Willow Desert	1
Kentucky Coffee Tree	1
River Birch	1
Bosnian Pine	1
Purple Robe Locust	3
Loblolly Pine	3
Chokecherry	3
Caddo Maple	2
Oklahoma Redbud	9
Crabapple	4
Blue Atlas Cedar	5
Golden Rain	6
Maple Amur	4
Chinese Pistache	9
Everclear Elm	2

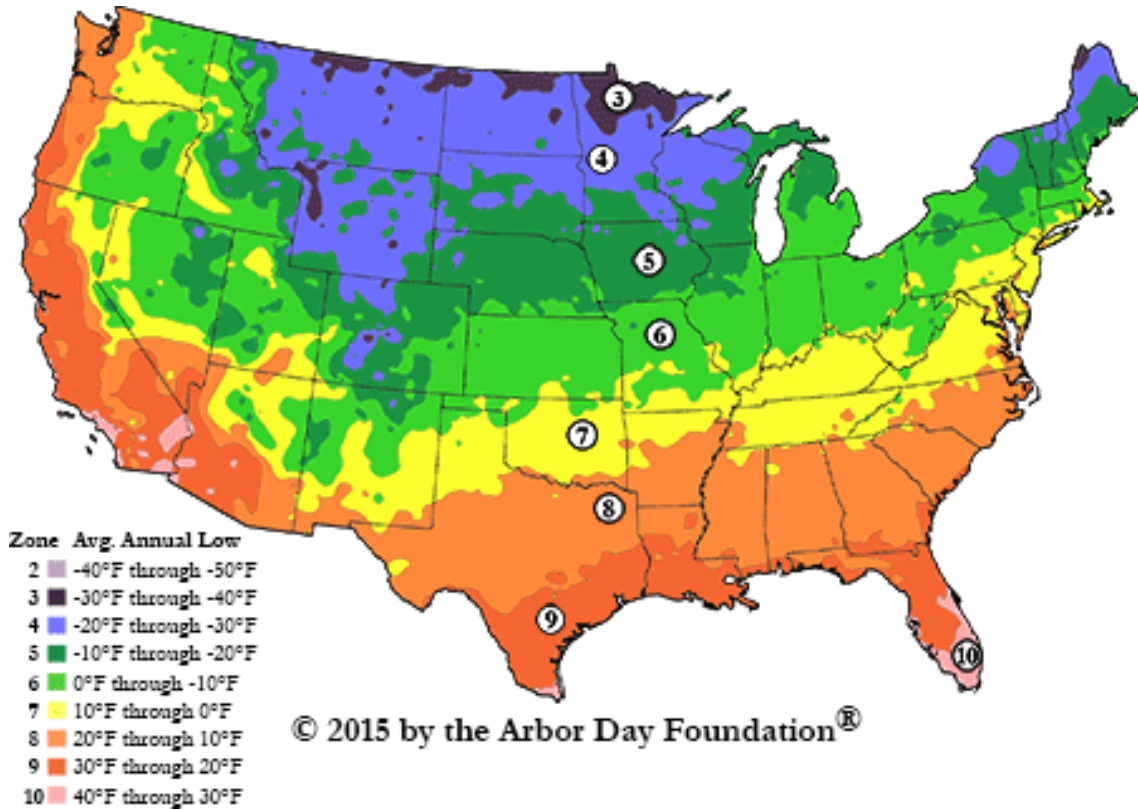
Total 54



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Hardiness Zones Map

Go to arborday.org to find the zone for your zip code.
You can also find trees for planting in your zip code.



Plant A Tree

Midwest City Tree Board



Recommended Deciduous Trees for Midwest City

Bald Cypress- *Taxodium distichum*

General Shape - Pyramidal

Mature Height - 60-80'

Growth Rate - Rapid

Site - Wide range of soils and locations.

Best Characteristics - Can take waterlogged conditions and drought. Perfect for low areas that flood in the spring and go bone dry in the summer.

Use - Ornamental

Mature Width - 30-40'

Pests - No major

Shumard Oak - *Quercus shumardii*

General Shape - Spreading

Mature Height - 60'

Growth Rate - Slow

Site - Prefers better soils, not as tolerant to tight clay soils.

Best Characteristics - Majestic tree, long lived, bright red fall color.

Use - Shade

Mature Width - 50'

Pests - No major, sometime mites

Bur Oak - *Quercus macrocarpa*

General Shape - Spreading

Mature Height - 40-60'

Growth Rate - Slow

Site - Wide range of soils and locations.

Best Characteristics - The toughest oak tolerating sites with extreme heat and wind.

Use - Shade

Mature Width - 50-70'

Pests - No major

“Caddo” Sugar Maple - *Acer saccharum* “Caddo”

General Shape - Spreading

Mature Height - 50' Mature Width - 25'

Growth Rate - Moderate

Site - Better soils preferred afternoon shade helpful.

Best Characteristics - Deep red fall color, deep green summer color.

Use - Shade

Pests - No major

Chinese Pistache - *Pistacia chinensis*

General Shape - Umbrella

Mature Height - 30' Mature Width - 25'

Growth Rate - Moderate

Site - Wide range of soils and locations, super tough tree.

Best Characteristics - Excellent recreational tree, deep rooted, no surface roots, tolerates tight clay soils, provides a little delicate shade, excellent fall color from deep orange-red to reddish purple hues.

Use - Shade

Pests - No major



Midwest City Tree Board

Recommended Evergreen Trees for Midwest City

Live Oak – *Quercus virginiana*

General Shape – Spreading

Mature Height – 40 - 60'

Growth Rate – Slow

Site – Better soils preferred.

Best Characteristics – Green color in the winter.

Use – Ornamental

Mature Width – 60 - 80'

Pests – No major

Drawbacks – No major

Atlas Cedar – *Cedrus atlantica*

General Shape – Spreading

Mature Height – 50'

Growth Rate – Moderate

Site – Better soils preferred.

Best Characteristics – Evergreen, variety of foliage colors.

Use – Ornamental

Mature Width – 30'

Pests – No major

Drawbacks – No major

Loblolly Pine – *Pinus taeda*

General Shape – Spreading

Mature Height – 80'

Growth Rate – Moderate

Site – Better soils preferred, with at least fair drainage.

Best Characteristics – Most pest resistant pine native to the southeastern section of the United States.

Use – Ornamental

Mature Width – 30'

Pests – No major

Drawbacks – Iron chlorosis in high pH soils.

Eastern Red Cedar – *Juniperus virginiana* 'Canaertii'

General Shape – Pyramidal

Mature Height – 25'

Growth Rate – Rapid

Site – Anywhere, wide range of soils and locations, one of the toughest trees.

Best Characteristics – Excellent windbreak tree the toughest of the tough trees.

Use – Windbreak

Mature Width – 20'

Pests – Bagworms, Cedar Apple Rust

Leyland Cypress – x *Cupressocyparis leylandii*

General Shape – Pyramidal

Mature Height – 40 - 60'

Growth Rate – Rapid

Site – Better soils preferred with at least fair drainage.

Best Characteristics – less rapid growth, gray green summer color.

Use – Ornamental

Mature Width – 20 - 30'

Pests – No major, sometimes Bagworms

Drawbacks – some Winter Tip-burn

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Other Deciduous Trees for Oklahoma

Trees for wet sites

Red Maple
River Birch
Bald Cypress
Willow
Sweetgum

Trees for showy fruit

Chinese Pistache
Soapberry
Hawthorn
Possumhaw
Winterberry

Trees for difficult sites

Common Hackberry
Bur Oak
Soapberry
Chittimwood
Osage Orange
Lacebark Elm
Desert Willow
Fruitless Mulberry
Japanese Tree Lilac



Trees for fall color

Chinese Pistache
White Ash
Ginkgo
White Oak
Red Oak
Red Maple
Cado Sugar Maple
Tatarian Maple
Amur Maple

Trees for small sites or large containers

Goldenrain Tree
Amur Maple
Katarina Maple
Possumhaw
Oklahoma Redbud

Trees for showy flowers

Saucer Magnolia
Star Magnolia
Japanese Pagoda
Japanese Tree Lilac
Crabapple
Redbud
Flowering Dogwood

Trees to plant less of

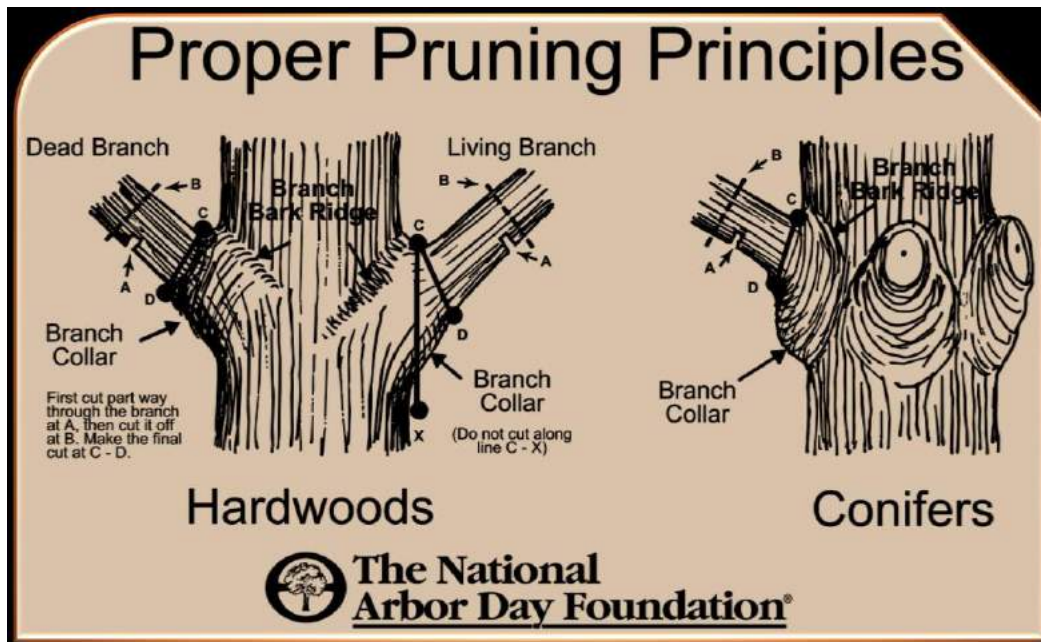
Fruitless Mulberry
American Sweetgum
Eastern Cottonwood
Bradford Pear



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Pruning

Proper pruning while the trees are young prevents most growth problems the tree may cause in the future. The best time to prune most species is in the dormant season. Remove all dead branches. Remove crossed branches or ones growing to the same location to prevent rubbing. Remove any branches that have severe insect or disease problems. Also, remove any water sprouts, which may have developed. Use pruning to keep only one central leader on the tree. Favor branches that have a crotch with a wide angle and remove branches with a “V” shape or narrow crotch. Never trim more than one-third of the branches at one time.



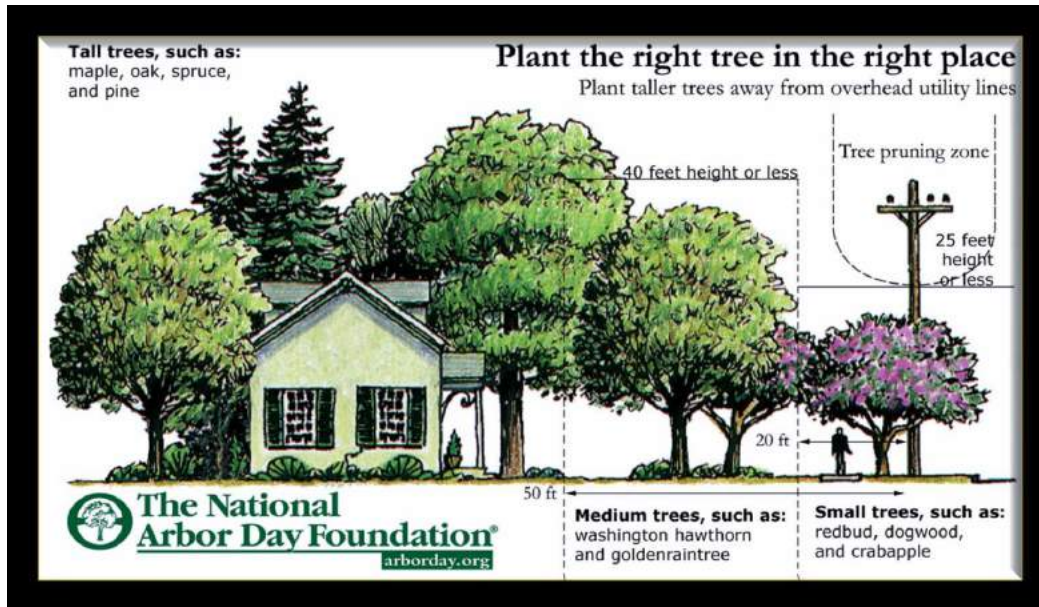
Dehorning or topping of a tree is not pruning but butchery. No one who leaves a tree looking like a hat rack understands the principles of pruning or plant growth. Dehorning a tree substantially shortens the life of a healthy tree because the stubs that are left usually become infected with heartwood rot and borers. Regrowth after dehorning forms many narrow “V” crotches, which split during storms. Such tremendous stress is placed on a tree by dehorning that most trees die prematurely as a result.

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Planting

Site selection is an important part of any planting program. The location of buildings, sidewalks, utilities and other objects can have a large influence on how well a new tree will grow and is noted in the plan.



Soil type is also an important factor to consider before digging. Soil characteristics to consider are texture, potential growing depth, availability of nutrients, and drainage.

1. Prepare a planting area five times the diameter of the root ball about 12" deep.
2. Avoid digging the hole too deep since the tree should be planted at its original depth or slightly higher (1-2 inches above grade). If the tree is planted above grade, it is important to cover the edges of the exposed root ball with soil tapered down to the surrounding soil line.
3. Once the tree is in the hole, remove all rope and wires wrapped around the ball or the container. If burlapped, remove as much fabric as possible without disturbing the root ball.



Midwest City Tree Board

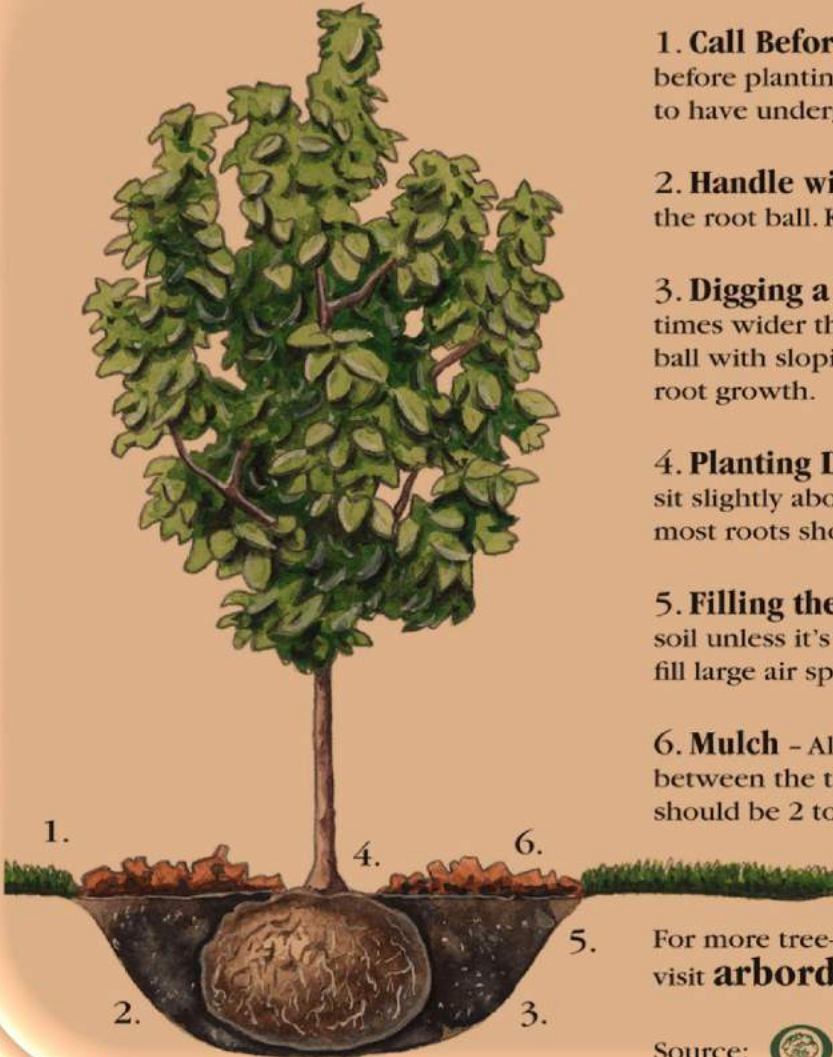
4. Fill in the planting hole with native soil and tamp lightly
5. Do not over fertilize the new tree. A newly planted tree has a very limited capacity for utilizing fertilizer until it starts to establish itself.
6. Stake young trees (top-heavy or planted in windy areas) when necessary but allow for sway. Remove all stakes after the first season if possible.
7. Avoid over pruning new trees. Leave lower limbs intact the first season if possible.
8. Keep a 5-6 feet weed and turf-free circle around the tree. Place organic mulch, 1-3 inches deep, around the tree.
9. Apply at least one inch of water weekly.
10. Wrap young trees as fall approaches. Tree wraps protect tender bark from rodent damage and environmental stresses because of temperature fluctuations. It should be noted some young trees benefit from summer wrapping to avoid sunscald.
11. Irrigate in the winter, when temperatures remain above freezing for more than a few days, to avoid dehydration injury.

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Below is an example of the correct way to plant trees as shown by the National Arbor Day Foundation.

Six things you should know when planting a tree.



1. **Call Before You Dig** - Several days before planting, call the national 811 hotline to have underground utilities located.

2. **Handle with Care** - Always lift tree by the root ball. Keep roots moist until planting.

3. **Digging a Proper Hole** - Dig 2 to 5 times wider than the diameter of the root ball with sloping sides to allow for proper root growth.

4. **Planting Depth** - The trunk flare should sit slightly above ground level and the top-most roots should be buried 1 to 2 inches.

5. **Filling the Hole** - Backfill with native soil unless it's all clay. Tamp in soil gently to fill large air spaces.

6. **Mulch** - Allow 1 to 2 inch clearance between the trunk and the mulch. Mulch should be 2 to 3 inches deep.

5. For more tree-planting tips and information, visit arborday.org.

Source:  **Arbor Day Foundation**

9007520



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Irrigation

Most areas of our state receive plenty of water for tree growth except during summer months. Water newly planted trees for the first three years with a slow stream or steady drip from the hose overnight. Do not repeat watering until the ground around the tree completely dries, usually 6-10 days. Long, less frequent watering allows the entire root zone to become moist, and help promote normal root growth.

Drip systems are the most efficient means of watering. Installed properly, drip systems will deliver a set amount of water per hour directly to the root zone. . Drip systems are composed of 1/2" poly hose, with a 1016 pressure regulator and three emitters each releasing one-gallon per hour at each tree.

Mulching

Mulch helps conserve soil moisture by reducing evaporation from the soil surface and by reducing weeds that compete for water. Mulch is important for trees that are watered infrequently. Mulch also helps prevent trunk damage caused by lawnmowers and weed eaters.

Apply 2-4 inches of mulch in the planting area. Composted mulches are preferred, because fresh mulch can often tie-up soil nutrients needed by the plant. Some examples of mulch are bark, wood chips, cottonseed hulls, grass clippings, sawdust, and leaves. As mulch breaks down over time, new mulch must be added.

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In the Storm's Wake...

After a major storm, a community is instantly changed. Buildings may be damaged or destroyed, power lines down, and trees broken and torn. In the wake of this loss, neighborhoods and entire cities may experience a sense of devastation they have never known before.

"Because trees are such a large part of a city's visual landscape, damage to them from a severe storm can be a major shock to residents," says John Rosenow, president of The National Arbor Day Foundation, an organization that helps people plant and care for trees. "Seeing a favorite tree down or badly damaged in the front yard can be a traumatic experience-almost like losing an old friend."



But even in the wake of this shock, Rosenow says there are ways of coping with the loss. Among other things, he counsels patience in dealing with the storm's consequences. Trees are amazingly resilient and many recover with proper care and time. Despite the urge to do something immediately, people should try to be patient. As long as there isn't an immediate physical risk from a damaged tree, my advice is simple: if you're unsure about its condition, keep the tree for now.



Midwest City Tree Board

“Of course, safety is the first major concern,” Rosenow says. “Everyone should stay away from downed power lines and beware of broken tree limbs that may be ready to fall. Never use pruning equipment near utility lines.” Downed utility lines should be reported to utility companies or 911 operators.



He adds that citizens' patience also allows city officials time to organize and respond properly to the situation. After a major storm, city officials, utility workers, and private tree care firms must focus first on dealing with hazards to life and property. After that, one of the city's major tasks is the removal of debris from the storm and the work of removing damaged branches and sometimes entire trees.

Homeowners should remember that street trees, usually those between the streets and sidewalks, are typically city-owned, and when that is the case, their care will be the city's responsibility.

By exercising a cool head, despite the devastation that accompanies a major storm, homeowners are helping their community as well as working to preserve their own trees and property values, Rosenow notes.

Midwest City Tree Board



Use a Qualified Arborist

"If a tree is large and the work is off the ground, or if a chainsaw is needed, it's best to contact a qualified arborist," Rosenow adds. "They have the equipment and know-how to safely remove broken or downed limbs and to help save and repair trees." Qualified tree experts can be found under the "Tree Service" section of most telephone directories.

"Whatever professional help you seek, make the decision wisely, as it will have long-term consequences for your trees," he says. "Locate a qualified tree care specialist and check references. Above all, don't be pressured by people with chainsaws knocking on your door and offering to remove or 'repair' your trees. Unfortunately, storms seem to produce such door-to-door callers, most of whom have no training and little interest in your trees beyond making a quick buck."

Storm Recovery Tips for Trees from the National Arbor Day Foundation

- **Safety First** - Beware of utility lines and hazardous overhanging limbs.
- **Be Patient** - If a tree does not represent a hazard, take the time necessary to be sure it gets proper care and make a final decision about it in a few weeks or months.
- **Hire a Qualified Arborist** - If a tree is large, requires high climbing, is leaning against wires, buildings or other trees, or if wires or structures are endangered, let a professional do the job.
- **Take Heart** - Trees are amazingly resilient, and the trees of other communities have recovered over time.

Can These Trees Be Saved?

A storm can leave trees looking like there's no tomorrow. Major limbs may be broken or damaged, foliage can be shredded or stripped, or the bark may be torn or gouged. But what at first glance may look like mortal wounds are not necessarily fatal to a tree.

Trees have an amazing ability to recover from storm damage.



Midwest City Tree Board

First, Assess the Damage

Before writing off a damaged tree as a “goner,” homeowners should evaluate their trees by asking the following questions:

- Other than the storm damage, is the tree basically healthy and vigorous? If the tree is basically healthy, is not creating a hazard, and did not suffer major structural damage, it will generally recover if first aid measures are applied immediately after the storm.
- Are major limbs broken? The larger a broken limb is, the harder it will be for the tree to recover from the damage. If a majority of the main branches are gone, the tree may have little chance of surviving.
- Has the leader (the main upward-trending branch on most trees) been lost? In species where a leader is important to upward growth or desirable appearance, it may have to be a judgment call. The tree may live without its leader, but at best would be a stunted or deformed version of the original.
- Is at least 50 percent of the tree’s crown (branches and leaves) still intact? This is a good rule of thumb on tree survivability. A tree with less than half of its branches remaining may not be able to produce enough foliage to nourish the tree through another season.
- How big are the wounds where branches have been broken or bark has been damaged? The larger the wound is in relation to the size of the limb, the less likely it is to heal, leaving the tree vulnerable to disease and pests. A two- to three-inch wound on a 12-inch diameter limb will seal over with new bark within a couple of years.
- Are there remaining branches that can form a new branch structure? The remaining limbs will grow more vigorously as the tree tries to replace its missing foliage. Look to see if branches are in place that can eventually fill out the tree’s appearance.



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Then, Make the Decision

The questions listed above will help you make informed decisions about your trees. In general, the answer as to what to do about a particular tree will fall into one of three categories:

1: It's a Keeper

If damage is relatively slight, prune any broken branches, repair torn bark or rough edges around wounds, and let the tree begin the process of wound repair.

Some examples:

An Easy Call: Too Young to Die:

Young trees can sustain quite a bit of damage and still recover quickly. If the leader is intact and the structure for future branching remains, remove the broken branches and let the tree close over the wounds and recover itself. A mature shade tree can usually survive the loss of one major limb. The broken branch should be pruned back to the trunk. In the months to follow, large wounds should be closely monitored for signs of decay.



Minor Damage:

Although the tree has been damaged, enough strong limbs may remain on a basically healthy tree to make saving it possible.

2: Wait and See

If a valuable tree appears to be a borderline case, resist the temptation to simply cut the tree down and be done with it. In such cases, it may be best to stand back for a while and think it over.

Remember that time is on your side. After careful pruning of broken branches, give the tree some time to recover. A final decision can be made later.



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Easy Does It:

Resist the temptation to prune too heavily. Remember that the tree will need all the foliage it can produce in order to make it through the next growing season. Remove only the damaged limbs, wait and see what happens.

Hold Off:

A healthy mature tree can recover even when several major limbs are damaged. With large trees, a professional arborist should be brought in to assess damage on a borderline situation, and to safely accomplish needed pruning and branch removal.



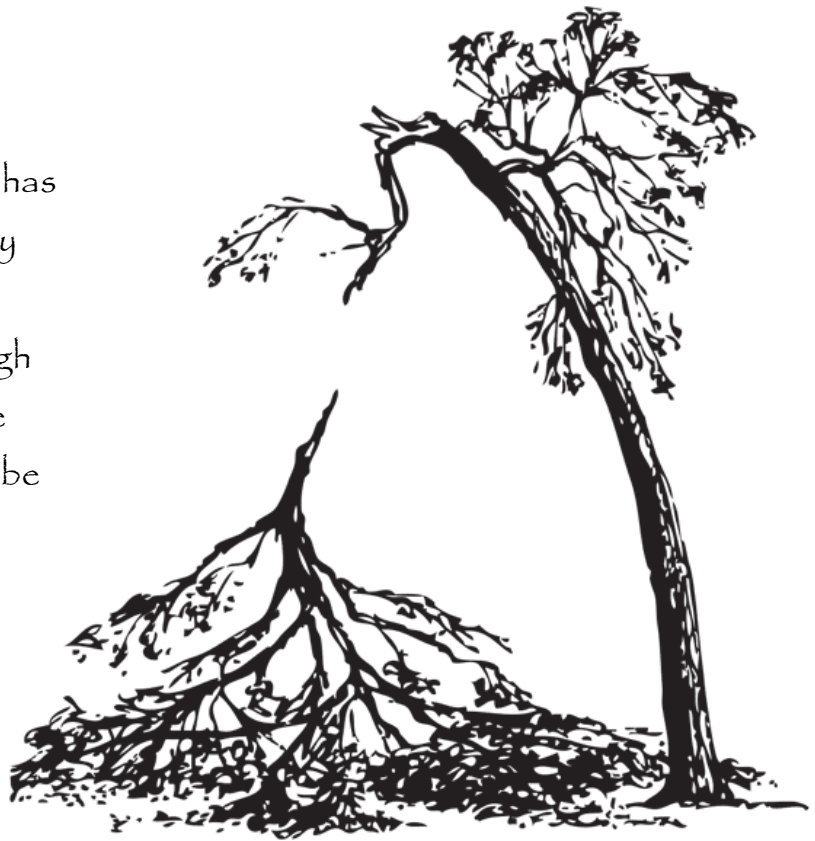
3: Say Goodbye

Some trees simply can't be saved or are not worth saving. If the tree has already been weakened by disease, if the trunk is split, or more than 50 percent of the crown is gone, the tree has lost its survival edge.

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This otherwise healthy young tree has lost too much of its crown - the leafy head that is vital for survival. It will probably not be able to grow enough new branches and leaves to provide needed nourishment, and will never be able to regain its former beautiful shape.



Hopeless Case:

About all that's left of this tree is its trunk. The few remaining branches can't provide enough foliage to enable the tree to make it through another growing season.

Farewell to a Friend:

A rotten inner core in the trunk or structural weakness in branching patterns can cause a split trunk- the tree equivalent of a heart attack. The wounds are too large to ever mend, and the tree has lost its sap lifeline between roots and leaves. This tree is all but dead.



Midwest City Tree Board

Don't Try to Do it All Alone

Some of your trees may have damage that's too close to call, or may have hidden damage. To help with such questions, a tree professional may be needed to help you decide what to do about your trees. Don't hire just anyone who shows up at your door following a storm. Look for qualified arborists in the phone book or by contacting your state or city forester.

For free information about saving trees that have been damaged in a storm,
send your name and address to:

The National Arbor Day Foundation
100 Arbor Avenue
Nebraska City, NE 68410



Midwest City Tree Board



Watch Out for Scam Artists Posing as Arborists

After a storm, it is common for people claiming to be tree specialists to show up at your door offering their services to remove or repair trees. In the words of one city forester: “They seem to come out of the woodwork—people we have never even heard of before.”

Unfortunately, many such individuals have little or no training, and sometimes have little interest in removing anything but money from the pocketbooks of unsuspecting residents.

The National Arbor Day Foundation urges you to not be a victim. “Make sure you are dealing with a reputable individual or tree care firm when you contemplate repairs or removal of any trees on your property,” warns John Rosenow, president of The National Arbor Day Foundation. “Legitimate arborists rarely go door to door to solicit business.”



Hiring just anyone who shows up at your door may result in fatal damage to your trees. It's best to go with a qualified professional arborist.

—National Arbor Day Foundation illustration

Here are eight guidelines to help you find qualified tree-care specialists:

1. Make sure they are part of an established business in the community or nearby area, with a listing in the phone book, usually under Tree Service.
2. Have them provide you with evidence that they are actually working for the company, rather than moonlighting.
3. Ask for current certificates of insurance showing that they are fully insured for property damage, personal liability, and worker compensation.
4. Ideally, they should be members of a professional association of arborists such as the International Society of Arboriculture (ISA), the National Arborist Association (NAA), or the American Society of Consulting Arborists (ASCA).



Midwest City Tree Board

5. Arborists who have received certification from their professional associations, such as ISA Certified Arborists, will have received training and access to current technical information on tree care, repair, and removal.
6. If possible, get more than one estimate to ensure that the price offered is competitive with that offered by others for the same services.
7. In case of tree removals, have a clear understanding about who removes the limbs and debris from the property, and whether or not the price includes stump removal and clean up.
8. Check to see if the estimate has considered the possible value your tree will have as firewood or chips, either to yourself or if sold to others.

“Above all, don’t be pressured into making a decision,” Rosenow warns. “Taking the time to select a qualified tree professional can safeguard your trees and save you from the long-term consequences of wrong decisions about what to do about them after a storm.”

Special note for victims of large-scale disasters

During large-scale disasters — such as the aftermath of Hurricane Katrina in August, 2005 — many arborists from around the country may travel to help aid in recovery from widespread, catastrophic damage. In these special cases, it may not be practical to use a local professional. In addition, professional arborists may very well be knocking on doors as they participate in coordinated efforts to canvas large areas.

Ask for proof of insurance

The insurance certificate will list a company name that you can call directly for verification. Number eight may not apply. There may be so many trees to remove that the value of trees for firewood or chips may be drastically reduced.

Midwest City Tree Board



Sources of Accurate Tree Information in Your Local Area:

One of the best sources for localized information will probably be your City Forester, or other city officials who care for public trees in your communities. In many cities this is a function of the city's parks or public works department. In addition, each state has a State Forester, who is usually part of the state's department of natural resources. County and state extension services, usually affiliated with state land-grant universities, are also good sources of information about trees, tree care, and tree issues.



Midwest City Tree Board



Midwest City Tree Board



Tree Ordinance Table of Contents

Chapter 42 Trees*

*Cross references: Definitions and rules of construction generally, § 1-2; shrubs, hedges, etc., around fire hydrants, § 28-4. State law references: Authority of city to regulate trees, 11 O.S. § 22-122.

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Midwest City Tree Board

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Midwest City Tree Board



Article I. In General

Sec. 42-1. Legislative findings.

(a) Trees are recognized as a valued asset, providing a healthier and more beautiful environment in which to live. They provide oxygen, shade, aesthetics, and a priceless psychological counterpoint to the man-made, urban setting. Trees aid in preventing erosion, siltation of streams and reservoirs; flash flooding; and air, noise and visual pollution. (b) Trees are economically beneficial in attracting new industry, residents and visitors. Healthy trees of the right size and species, growing in the right places, enhance the value and marketability of property, and promote the stability of desirable neighborhoods, thus helping to prevent the emergence of blighted areas and slum conditions. (c) Therefore, it is the purpose of the tree board to provide for the planting of appropriate trees and removal of dead, dying or diseased trees. (Code 1972, § 35 1/2-17)

Sec. 42-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: Landscape shall mean the planting and maintenance of any tree, bush, shrub or any other woody vegetation. Park shall mean any public parks or may include private parks approved by the city council and maintained by homeowner associations. Park trees are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the city, or to which the public has free access as a park. Property line shall mean the outer edge of a street or highway for the purpose of this chapter. Public place shall include any other ground owned by the city, any real property other than parks, streets or highways which is owned by the city or held by it in trust for the benefit of the public.

Public trees shall include all trees now or hereafter growing on any street, park or other public place.



Midwest City Tree Board

Street or highway shall mean the entire width of every public way or right-of-way when any part thereof is open to the use of the public, as a matter of right, for purposes of vehicular and pedestrian traffic. Street trees are trees, shrubs, bushes and all other woody vegetation on land lying between property lines on either side of all streets, avenues or rights-of-way within the city. Tree lawn is that part of a street or highway, not covered by sidewalk or other paving, lying between the property line and that portion of the street or highway usually used for vehicular traffic. (Code 1972, § 35 1/2-18)

Sec. 42-3. General administrative and enforcement responsibilities.

- (a) The tree board shall have the authority and jurisdiction of regulating the protection, maintenance, removal and planting of trees on streets, parks and public places.
- (b) The city manager or his designated representative shall be charged with authority of administering this chapter and to ensure that provisions of this chapter are not violated, including but not limited to the issuance of citations for the violation of any provisions of this chapter.
- (c) The city manager or his designee shall supervise or inspect all work done in accordance with this chapter.
- (d) The city manager or his designated representative shall have the responsibility of inventorying (and classifying as to location, species, size, condition and evaluation) the existing trees on streets, parks and other public places, as an integral part of the landscaping master plan. This inventory shall be periodically updated.
- (e) The tree board may request enforcement, supervision or other assistance from the city manager or his designated representative.
- (f) The tree board shall also have the authority to prepare and submit to the city council the landscape master plan. The master street plan shall include the inventory of existing trees, and shall specify the species of tree to be protected, maintained, removed and/or planted on each of the streets, parks and other public places of the municipality. From and after the effective date of the master street tree plan, or any amendment thereof, all tree work shall conform thereto.

(Code 1972, § 35 1/2-19; Ord. No. 2092, §§ 7-10, 1-14-86)

Midwest City Tree Board



Sec. 42-4. Reserved.

Editor's note: Section 6 of Ord. No. 2092, adopted Jan. 14, 1986, repealed § 42-4 which pertained to requirements for new developments to be landscaped with trees which derived from Code 1972, § 35 1/2-20.

Sec. 42-5. Street tree species to be planted.

The following list constitutes the official street tree species for the city. Trees were selected based on their ability to perform well in the surrounding soil conditions and climate. Also considered was the tree's ability to withstand wind without severe breakage and the amount of debris produced by the tree. No species other than those included in this list shall be planted as street trees without written permission of the city tree board:

Small Trees:

Flowering Crabapple
Redbud
Purpleleaf Plum
Bradford Pear
Amur Maple
Smoketree
Russian Olive
Winterberry Euonymus
Deciduous Holly
Yaupon Holly
Red Buckeye
Panicked Goldenrain Tree
Crape Myrtle
Pomegranate

Medium Trees:

Pin Oak
Kentucky Coffee Tree
Red Mulberry (male)
Osage Orange
(male/thornless)
Chinese Pistachio
Ginko
Lacebark Elm
Austrian Pine
Scotch Pine
Live Oak
River Birch
Japanese Pagoda
Ash

Large Trees:

Bur Oak
Hackberry
American Sycamore
Pecan
Red Oak
Caddo Sugar Maple
Sweetgum
Sawtooth Oak
Chinquapin Oak
Water Oak
Willow Oak
Shumard Oak
Bald Cypress
European Sycamore
(London Plane)

(Code 1972, § 35 1/2-29; Ord. No. 2401, § 1, 4-24-90)



Midwest City Tree Board

Sec. 42-6. Street tree species prohibited from planting.

No American Elm, Siberian or Chinese Elm, Mimosa, Female Cottonwood or Peach tree will be allowed for planting. (Code 1972, § 35 1/2-30; Ord. No. 2401, § 2, 4-24-90)

Sec. 42-7. Spacing of street trees.

The spacing of street trees will be in accordance with the tree species size classes listed in section 42-5 of this chapter, and no trees may be planted closer together than the following: Small trees, twenty (20) feet; medium trees, thirty (30) feet; and large trees, forty (40) feet. Nothing in this section shall be construed to allow planting in the sight distance triangle. (Code 1972, § 35 1/2-31)

Sec. 42-8. Distance from curb and sidewalk.

The distance street trees may be planted from curbs or curblines and sidewalks will be in accordance with the tree species size classes listed in section 42-5 of this chapter, and no street trees shall be planted closer to any curb or sidewalk than six (6) feet. (Code 1972, § 35 1/2-32)

Sec. 42-9. Distance from fireplugs.

No street tree shall be planted closer than ten (10) feet from any fireplug. (Code 1972, § 35 1/2-33)

Sec. 42-10. Protection of utilities.

No street tree, other than those species listed as small trees in section 42-5 of this chapter, may be planted near or within ten (10) lateral feet of any overhead utility wire, or over or within five (5) lateral feet of any underground waterline, sewer line, transmission line or other utility. (Code 1972, § 35 1/2-34)

Midwest City Tree Board



Sec. 42-11. Sight distance triangle.

Limitations on obstructing sight triangles are defined in section 4.8.3 of the zoning ordinance and are incorporated by reference into this chapter, and limitations therein shall be expressly made applicable to the planting and cultivating of any permissible tree. (Code 1972, § 35 1/2-35; Ord. No. 2092, § 11, 1-14-86) Cross references: Zoning, App. A.

Sec. 42-12. Requests for waivers.

The requirements set out in sections 42-7 through 42-10 of this Code may be waived in those instances whereby if relief from said requirements, if granted, would not cause substantial detriment to the public good, impair the purpose or intent of the section or where the conditions requiring the waiver request are peculiar to the piece of property involved. (Ord. No. 2092, § 1, 1-14-86)

Sec. 42-13. Application procedures.

Any request for waiver of the requirements of sections 42-7 through 42-10 shall be in writing addressed to the Chairman of the Midwest City Tree Board received at least fourteen (14) days in advance of the next regularly scheduled meeting. The chairman will advise the representative of the Midwest City Manager of the request and the manager's representative shall present a staff report and recommendation to the members of the board at least three (3) days before the next regularly scheduled meeting. The staff representative shall also cause said requested waiver to be placed on the agenda of said meeting and notify the applicant in writing of the time and place of the meeting. (Ord. No. 2092, § 2, 1-14-86)



Midwest City Tree Board

Sec. 42-14. Planting trees within public right-of-way; removal or relocation; fees.

(a) Prior to planting any tree(s) within public right-of-way, a site plan shall be submitted showing the location and species of trees to be planted. Any plantings within public right-of-way shall comply with sections 42-5 through 42-11 of this Code.

(b) Prior to the removal or relocation of any tree within public right-of-way, an application shall be made to the Midwest City Tree Board as prescribed in sections 42-12 and 42-13 of this Code. It shall be the responsibility of the applicant to submit a site plan showing the exact location, diameter and species of the tree(s) to be removed from the public right-of-way. The tree board shall have the authority to grant or deny the removal or relocation of any street tree. The tree board shall have the power to authorize said applicant to have a professional landscaper to relocate the tree(s) in a different location on the public right-of-way adjoining the subject property at no fee cost to the applicant as prescribed in section 42-14; if the applicant submits in writing to the tree board guaranteeing should the tree(s) die within a three-year period after being relocated, the applicant will replace the tree(s) with a species approved by the tree board as prescribed in section 42-5. In lieu of relocating the tree(s) on the public right-of-way adjoining the property, the tree board may require the tree(s) to be located to a different location within the city upon payment of fees by the applicant as prescribed in section 42-14(c). If fees are charged for the removal and relocation of any tree(s), it shall be the responsibility of the Midwest City Street Department to remove and relocate said tree(s) at the direction of the Midwest City Tree Board.

(c) The following fees shall be paid prior to the removal or relocation of any street tree(s):

(1) Three-inch diameter or smaller--\$150.00.

(2) More than three-inch diameter--\$50.00 per inch. In calculating fees, inches shall be rounded off to the next whole inch. The diameter of the tree shall be measured from three (3) feet to four (4) feet from the base of the tree.

(3) Fees collected shall be deposited to the tree board account.

(Ord. No. 2390, § 1, 2-13-90)

Secs. 42-15--42-22. Reserved.

Midwest City Tree Board



Article II. Tree Board*

*Cross references: Termination of membership on board for unauthorized absence, § 2-28.

Sec. 42-23. Created.

There is hereby created a city tree board.

(Code 1972, § 35 1/2-1)

Sec. 42-24. Members.

(a) The city tree board shall be composed of seven (7) members, all of whom shall be residents of Midwest City, nominated by the mayor and confirmed by the council. The mayor shall be ex officio a member of the board.

(b) The term of the seven (7) members shall be three (3) years or until their successors take office, except that in the first instance, three (3) members shall be appointed for three (3) years; two (2) members for two (2) years, two (2) members for one year. The members of the board shall be nominated and appointed solely with reference to their fitness and without reference to party affiliation, and shall serve without compensation as hereinafter provided. Members may be removed by the city council only for inefficiency, neglect of duty or malfeasance in office. Absences from meetings by the board members shall be governed by section 2-28 of the Municipal Code. Vacancies occurring otherwise than through the expiration of terms shall be filled only for the unexpired term by the mayor with confirmation by the city council, provided that each member appointed prior to the effective date of this chapter shall continue to hold office for the balance of the term for which he is appointed.

(Code 1972, § 35 1/2-1, 35 1/2-2; Ord. No. 2238, § 4, 1-12-88; Ord. No. 2405, § 1, 5-8-90)



Midwest City Tree Board

Sec. 42-25. Officers.

The city tree board shall elect a chairman and a secretary and shall create and fill such other offices as it may determine. The term of chairman and secretary shall be one (1) year, with eligibility for reelection.

(Code 1972, § 35 1/2-3)

Sec. 42-26. Standing committees.

The city tree board shall receive recommendations and assistance from standing committees. Forestry master plan committee, public image committee, annual work plans committee, park board liaison, and community projects committee. Members shall be appointed by the chairman and confirmed by the board. Each committee shall serve at the pleasure of the board. (Code 1972, § 35 1/2-4; Ord. No. 1864, § 1, 5-24-83; Ord. No. 2503, § 1, 5-26-92)

Sec. 42-27. Meetings required.

The city tree board shall hold at least one (1) regular meeting each calendar quarter. (Code 1972, § 35 1/2-5; Ord. No. 2929, § 1, 8-24-04)

Sec. 42-28. Quorum.

Four (4) members of the city tree board shall constitute a quorum for the transaction of business. (Code 1972, § 35 1/2-7; Ord. No. 2503, § 2, 5-26-92)

Sec. 42-29. Reserved.

Editor's note: Section 5 of Ord. No. 2092, adopted Jan. 14, 1986, repealed § 42-29, relative to council approval of tree board action, which derived from Code 1972, § 35 1/2-8.

Midwest City Tree Board



Sec. 42-30. General powers.

In general, the board shall have such powers as may be necessary to enable it to fulfill its functions, promote sound urban forest management, maintain a healthy and beneficial tree population, and carry out the purposes of this chapter. (Code 1972, § 35 1/2-12)

Sec. 42-31. Duties and responsibilities.

It shall be the responsibility of the board to study, investigate, counsel and develop and/or update annually a written plan for the care, preservation, trimming, planting, replanting, removal or disposition of trees and shrubs in public ways, streets, parks and alleys. Such plan will be presented annually to the city council and upon their acceptance and approval shall constitute the official comprehensive city tree plan for the city. The board, when requested by the city council, shall consider, investigate, make findings, report and recommend upon any special matter of question coming within the scope of its work. In addition to the above described duties and responsibilities the Midwest City Tree Board shall hear all requests for waivers as outlined in section 42-12 and section and section 42-13 of the Code. A report with the recommendation of the tree board shall be forwarded to the city council for final action on each application. Said hearing shall be open to the public and all interested parties shall be given the opportunity to be heard. The board shall propose rules to govern these hearings to the council for approval.

(Code 1972, § 35 1/2-9; Ord. No. 2092, § 3, 1-14-86; Ord. No. 2503, § 3, 5-26-92)

Sec. 42-32. Entry powers.

The city tree board, its members, officers and employees, in the performance of their functions, may enter public ways, streets, alleys and parks to make examinations and surveys.

(Code 1972, § 35 1/2-10)



Midwest City Tree Board

Sec. 42-33. Interference with board.

It shall be unlawful for any person to prevent, delay or interfere with the city tree board, or any of its agents, or employees while engaging in and about the planting, cultivating, mulching, pruning, spraying, or removing of any street trees or park trees as authorized in this chapter. (Code 1972, § 35 1/2-11)

Sec. 42-34. Master plan.

The city tree board shall have the power and the duty to make and recommend to the city council for adoption a master plan for the development of a forestry program for the city. The plan shall be made with the general purposes of guiding and accomplishing a coordinated forestry program. The landscape master plan shall outline tree planting needs relative to the specific landscape plans for individual areas, such as parks and other major public areas.

(Code 1972, § 35 1/2-13, 35 1/2-14)

Sec. 42-35. Annual work plans.

The work plan developed annually by the city tree board shall implement the master plan, working with the general public. The annual plan shall describe planned activities for the coming year in tree planting, tree maintenance, and tree removal and disposal. Main items of the work plan, shall include what is to be done, how it is to be done, who is to do it, and estimated cost to the community. The annual work plan committee shall make recommendations to the board. The annual work plan shall be coordinated with the park and recreation board and then presented to the city council for final approval.

(Code 1972, § 35 1/2-15)

Sec. 42-36. Review by city council.

The city council shall review the conduct, acts, decisions and recommendations of the city tree board. No action of the city tree board shall become final until approved by the city council. Requests for waivers considered by the city tree board pursuant to section 42-31 shall be considered by the city council by public hearing.

(Code 1972, § 35 1/2-16; Ord. No. 2092, § 4, 1-14-86)

Midwest City Tree Board



Sec. 42-37. Rules authorized; records.

The city tree board shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record.

(Code 1972, § 35 1/2-6)

Secs. 42-38--42-48. Reserved.



Midwest City Tree Board

Article III. Tree Trimming, Etc.*

*Cross references: Tree trimming by CATV franchises, § 17-57(f).

Sec. 42-49. Trimming; clearance.

Every owner of any tree or shrub overhanging any street or right-of-way within the city shall trim the branches so that such branches shall not obstruct the light from any street lamp, or obstruct the view of any street, intersection or traffic control device or sign, and so that there shall be a clear space of twelve (12) feet above the surface of the street or right of way. Every property owner shall remove from the owner's property all dead, diseased or dangerous trees and shrubs, or broken or decayed limbs which constitute a menace to the safety of the public. The city shall have the authority to order the trimming or removal of any tree or shrub that interferes with the proper spread of light from a street light, or interferes with visibility or any traffic control device or sign, or does not provide a clear space of twelve (12) feet above the surface of the street or right of way. In the event of failure of owners to comply with the provisions of this section, the city shall also have the authority to trim or remove any tree or shrub that violates the provisions of this section and charge the cost of trimming or removal to the owner.

(Code 1972, § 35 1/2-21; Ord. No. 2656, § 1, 10-8-96)

Sec. 42-50. Dead or diseased tree removal within right-of-way.

The city shall have the right to cause the removal of any dead or diseased trees on right-of-way abutting private property within the city when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the city. The city tree board will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within thirty (30) days after the date of service or notice. In the event of failure of owners to comply with such provisions, the city shall have the authority to remove such trees and charge the cost of removal to the owner.

(Code 1972, § 35 1/2-22)

Midwest City Tree Board



Sec. 42-51. Notice to owner.

(a) After ten (10) days' written notice by the city to the property owner by certified mail with return receipt requested, or by personal service to the owner of such property, at the address shown by the current year's tax rolls in the county treasurer's office, a hearing shall be held by the governing body as hereinafter provided. (b) If the property owner is unable to be notified by certified mail, or if the property owner refuses receipt of the certified mail, then notice of said violation shall be published in two (2) consecutive Thursday issues in an official newspaper in the city; and the last publication shall be at least four (4) days prior to the day set for the hearing prescribed by section 42-52. (Code 1972, § 35 1/2-23)

Sec. 42-52. Hearing.

Upon the date specified in the notice given as required by this article, the city council shall hold a hearing on the report and shall receive information thereon, including anything which may be presented by the owner of the premises, personally or by agent or attorney. The owner of such property may give his written consent to the city authorizing the removal of dead, dying or diseased trees or any part of the tree, and waive his right to a hearing by the city council. (Code 1972, § 35 1/2-24)

Sec. 42-53. Order to trim or remove.

If the city council determines that the conditions specified in sections 42-49 and 42-50 exist upon such premises and declares same to be a nuisance, it shall order the property to be removed of dead, dying or diseased trees or any part of the tree, if necessary to abate the conditions found to exist. (Code 1972, § 35 1/2-25)



Midwest City Tree Board

Sec. 42-54. Work to be done by city forces or contract.

The work ordered to be performed under section 42-53 may be done by the employees of this city under the supervision of the department head designated by the city manager, or it may be let by contract to the lowest and best bidder, after appropriate notice, in the manner for letting other contracts by public bid.

(Code 1972, § 35 1/2-26)

Sec. 42-55. Cost to be determined; statement of cost to be sent.

Upon completion of the work ordered to be performed under section 42-52, the department head designated by the city manager shall report the cost thereof to the city council. Such report shall be itemized as to each tract as follows: Actual cost of the labor, maintenance and equipment required for removal or trimming, including the cost of notice and mailing. The city council shall examine its report, and after receiving appropriate information shall determine the total actual costs of the work, and shall direct the city clerk to forward a statement and demand payment thereof, by certified mail with return receipt requested to the owner of the property at the address shown by the current tax rolls in the office of the treasurer of the county in which the property lies.

(Code 1972, § 35 1/2-27)

Sec. 42-56. Failure to pay costs to be certified to county treasurer.

If the payment for the work performed under this chapter is not made within thirty (30) days from the date of mailing the notice prescribed by section 42-55, the city clerk shall forward a certified statement of the amount of such costs to the county treasurer of the county in which the property upon which the work was done is located, to be levied upon the property and to be collected by the county treasurer in the manner prescribed by the laws of this state.

(Code 1972, § 35 1/2-28)

Midwest City Tree Board



Recommendations and Conclusions

The Midwest City Tree Board's primary goal during the next year is to continue planting trees and therefore, expand the development of the urban forest in Midwest City.

In addition to planting trees during the next year, the Tree Board anticipates the creation of a "tree sensitive" educational program aimed at creating awareness for trees and the issues surrounding their growth and development. The program will emphasize the need for botanical awareness and appeal to a broad range of age groups. The National Arbor Day Foundation has selected the City of Midwest City as a "Tree City USA" for over thirty (30) years. The Midwest City Tree Board is proud of this achievement. In the future, the Tree Board's ability to form public/private-funding partnerships will be a key issue in the continued development of Midwest City's urban forest. Working together under a focused vision will ensure that Midwest City's citizens benefit from the value of trees. Together we can make a difference.



TREE CITY USA®



Midwest City Tree Board



Public Works City Engineer
Patrick Menefee
pmenfee@midwestcityok.org
8730 S.E. 15th Street,
Midwest City, Oklahoma 73110
O: 405-739-1066 /Fax: 405-739-1090

To: Honorable Mayor and Council

From: Patrick Menefee, P.E., City Engineer

Date: October 22nd, 2019

Subject: Discussion and consideration of accepting a Temporary Easement for the accessing of property adjacent to 116 West Ridgewood Drive. The easement is located within the corporate limits of the City of Midwest City, located in the Southwest Quarter of Section Thirty-Four (34), Township Eleven (11) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma.

This temporary easement, dedicated by Robert and Vanessa Toney, is providing access to the property so that the Ridgewood Drive concrete channel liner can be removed and replaced. Funds for this project were dedicated in the (157) Capital Improvements Fund under the description, Ridgewood Concrete Drainage Replacement.

Staff recommends approval.

Patrick Menefee, P.E.

Public Works City Engineer

Attachment

RETURN TO CITY ENGINEERING
100 North Midwest Boulevard
Midwest City, OK 73110

GRANT OF TEMPORARY ACCESS EASEMENT

KNOW ALL BY THESE PRESENTS:

That **Robert and Vanessa Toney**, of Oklahoma County, State of Oklahoma, for good and valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto the City of Midwest City, a municipal corporation, a temporary easement and right-of-way across, over and under the following described real estate and premises situated in Oklahoma County, State of Oklahoma, to-wit:

The west twenty feet of the north two hundred and fifty feet of 116 West Ridgewood Drive.

This easement, effective upon the inception of construction, is granted for the sole purpose of enabling the City of Midwest City, its officers, agents, contractors and employees to go upon, layout, construct, change, build and at all times maintain the easement and improvement upon the above described tract of land and includes the temporary right of ingress and egress for employees, tools, and equipment, of the City of Midwest City, its officers, agents, contractors and employees. **THE TEMPORARY EASEMENT SHALL BECOME NULL AND VOID UPON COMPLETION OF CONSTRUCTION AND ACCEPTANCE OF THE PROJECT.**

The consideration herein covers any and all kinds and character of damages or injury that may be sustained directly or indirectly to any lands owned by the Grantor(s) herein by reason of the construction and maintenance of such improvements.

Said Grantor(s) hereby covenant and warrant that at the time of the delivery that the above-described real estate and premises are free of all liens and claims whatsoever, except none and that Grantor(s) will, so long as this easement is in full force and effect, defend the same unto the City of Midwest City against all and every person whomsoever claiming the same.

WITNESS the hands of the parties this 9 day of OCTOBER, 2019.

[Signature]

[Signature]

STATE OF Oklahoma
)ss.
COUNTY OF Oklahoma)

Before me, the undersigned Notary Public in and for the state and county aforesaid, on this 9th day of October, 2019, personally appeared _____ to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that _____ executed the same as a free and voluntary act and deed for the uses and purposes herein set forth.

WITNESS, my hand and seal this _____ day of _____, 20____.

My Commission expires: _____

[Signature]

NOTARY PUBLIC

Approved by City Attorney _____ Date: _____

Approved by City Council _____ Date: _____



CITY of MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

Billy Harless, Community Development Director
Brandon Bundy, P.E., City Engineer

ENGINEERING DIVISION
Brandon Bundy, P.E., City Engineer
CURRENT PLANNING DIVISION
Kelly Gilles, Manager
COMPREHENSIVE PLANNER
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

TO : Honorable Mayor and Council

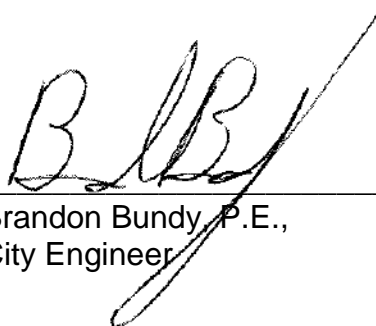
FROM : Brandon Bundy, P.E., City Engineer

DATE : October 22nd, 2019

SUBJECT : Discussion and consideration of accepting Grants of Temporary Easements from Brandy and Mark Jennings, Triangular Silt Dike Co., Inc., Amalia Z. Segura, Kevin and Dian White, Dale and Patricia A Stevens, and C&S Property Investments, LLC, and a Permanent Easement from C&S Property Investments, LLC across certain parcels of land located within the corporate boundaries of Midwest City in Mappes Addition, Glenwood 5th Addition, and Glenwood 6th Addition of Section Eleven (11), Township Eleven (11) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma.

These easements are required for the Palmer Loop Pedestrian Trail Project.

Staff recommends approval.



Brandon Bundy, P.E.,
City Engineer

Attachment

GRANT OF TEMPORARY EASEMENT

Project: Palmer Loop Trail
COUNTY: Oklahoma
JP 31433(04)/ JP 31437(04) -
TAP-255D(330)AG/ TAP-55D(326)AG
Parcel J

KNOW ALL BY THESE PRESENTS:

That Brandy Jennings and Mark Jennings, h&w, jt, (grantors) of Oklahoma County, Oklahoma, for good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto the City of Midwest City, a municipal corporation, a temporary easement and right-of-way across, over and under the following described real estate and premises situated in Oklahoma County, State of Oklahoma, to-wit:

SEE ATTACHED EXHIBITS A & B

This easement, effective upon the inception of construction, is granted for the sole purpose of enabling the City of Midwest City, its officers, agents, contractors and employees to go upon, layout, construct, change, build and at all times maintain the easement and improvement upon the above described tract of land and includes the temporary right of ingress and egress for employees, tools, and equipment, of the City of Midwest City, its officers, agents, contractors and employees. THE TEMPORARY EASEMENT SHALL BECOME NULL AND VOID UPON COMPLETION OF CONSTRUCTION AND ACCEPTANCE OF THE PROJECT.

The consideration herein covers any and all kinds and character of damages or injury that may be sustained directly or indirectly to any lands owned by the Grantor(s) herein by reason of the construction and maintenance of such improvements.

Said Grantor(s) hereby covenant and warrant that at the time of the delivery that the above-described real estate and premises are free of all liens and claims whatsoever, except none and that Grantor(s) will, so long as this easement is in full force and effect, defend the same unto the City of Midwest City against all and every person whomsoever claiming the same.

WITNESS the hands of the parties this 24 day of January, 2018.

Brandy Jennings

Mark Jennings

STATE OF OKLAHOMA OK)
)ss.
COUNTY OF Pottawatomie)

Before me, the undersigned Notary Public in and for the state and county aforesaid, on this

24 day of January, 2018 personally appeared Brandy Jennings and Mark

Jennings, to me known to be the identical person(s) who executed the within and foregoing

instrument and acknowledged to me that they executed the same as their free and
voluntary act and deed.

WITNESS, my hand and seal this 24 day of January, 2018

My Commission expires: 10-9-2030

Julie Huskins
NOTARY PUBLIC



Approved by City Attorney _____ Date: _____

Approved by City Council _____ Date: _____

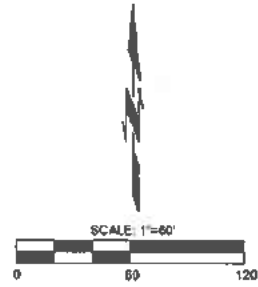
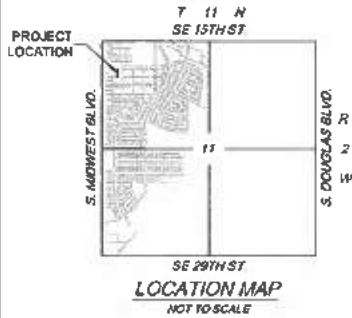
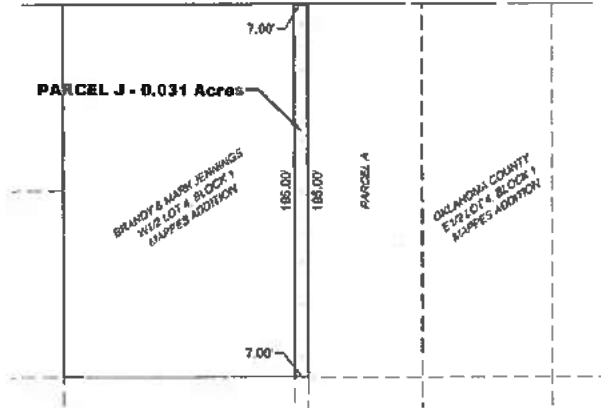
RETURN TO: City Clerk 100 N Midwest Boulevard Midwest City OK 73110

Subject: Palmer Loop Trail JP 31433(04) - JP 31437(04) - TAP-2550(330)AG - TAP-2550(326)AG Parcel J - temporary easement - Jennings - 8410
SE 17th - R151532000

(Brandy & Mark Jennings /16512 Archery Range Rd./Shawnee OK 74801 4305)

EXHIBIT "A"
PARCEL J-TEMPORARY EASEMENT
PART OF THE W1/2 OF LOT 4, BLOCK 1, MAPPEE ADDITION
TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA

S.E. 17TH ST.



LEGAL DESCRIPTION

THE EAST 7.00 FEET OF THE WEST HALF (W1/2) OF LOT 4, BLOCK 1, MAPPEE ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

THE ABOVE DESCRIPTION CONTAINING 0.031 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN SMITH, PLS 1668. COWAN GROUP ENGINEERING, LLC CERTIFICATE OF AUTHORIZATION CA 6414, EXPIRES ON JUNE 30, 2018.



JUSTIN SMITH, PLS 1668 DATE _____
 OWNER:
 BRANDY AND MARK JENNINGS

THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	COWAN GROUP ENGINEERING	
	7100 N. CLASSEN, SUITE 500 OKLAHOMA CITY, OK 73116 405-463-3369 D 405-463-3381 F WWW.COWANGROUP.CO CA# 6414 EXPIRES 6/30/2018	
DATE:	07/27/2017	
PROJECT NO.:	15001	
DIST.:	OKLAHOMA	
DRAWN BY:	JMS	
CHECKED BY:	JMS	
SCALE:	AS SHOWN	

THE EAST 7.00 FEET OF THE WEST HALF (W1/2) OF LOT 4, BLOCK 1, MAPPE'S ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

THE ABOVE DESCRIPTION CONTAINING 0.031 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN SMITH, PLS 1868, COWAN GROUP ENGINEERING, LLC. CERTIFICATE OF AUTHORIZATION CA 6414, EXPIRES ON JUNE 30, 2018.

GRANT OF TEMPORARY EASEMENT

Project: Palmer Loop Trail
COUNTY: Oklahoma
JP 31433(04)/ JP 31437(04) -
TAP-255D(330)AG/ TAP-55D(326)AG
Parcel L

KNOW ALL BY THESE PRESENTS:

That Triangular Silt Dike Co. Inc., an Oklahoma Corporation, (grantor) of Oklahoma County, Oklahoma, for good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto the City of Midwest City, a municipal corporation, a temporary easement and right-of-way across, over and under the following described real estate and premises situated in Oklahoma County, State of Oklahoma, to-wit:

SEE ATTACHED EXHIBITS A & B

This easement, effective upon the inception of construction, is granted for the sole purpose of enabling the City of Midwest City, its officers, agents, contractors and employees to go upon, layout, construct, change, build and at all times maintain the easement and improvement upon the above described tract of land and includes the temporary right of ingress and egress for employees, tools, and equipment, of the City of Midwest City, its officers, agents, contractors and employees. THE TEMPORARY EASEMENT SHALL BECOME NULL AND VOID UPON COMPLETION OF CONSTRUCTION AND ACCEPTANCE OF THE PROJECT.

The consideration herein covers any and all kinds and character of damages or injury that may be sustained directly or indirectly to any lands owned by the Grantor(s) herein by reason of the construction and maintenance of such improvements.

Said Grantor(s) hereby covenant and warrant that at the time of the delivery that the above-described real estate and premises are free of all liens and claims whatsoever, except none and that Grantor(s) will, so long as this easement is in full force and effect, defend the same unto the City of Midwest City against all and every person whomsoever claiming the same.

WITNESS the hands of the parties this 12 day of July, 2017

Gary W. Roach

STATE OF OKLAHOMA OR)
COUNTY OF OKLAHOMA OR)^{SS.}



Before me, the undersigned Notary Public in and for the state and county aforesaid, on this 12th day of July, 2017, personally appeared Gary W. Roach
Mary Lou Mohr

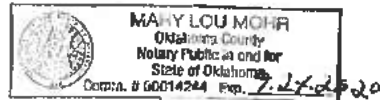
as Gary W Roach of Triangular Silt Dike Company Co. Inc.,

to me known to be the identical person(s) who executed the within and foregoing instrument and

acknowledged to me that he executed the same as his free and

voluntary act and deed and as the free and voluntary act of Triangular Silt Dike Company Co. Inc.,

WITNESS, my hand and seal this 12th day of July, 2017



My Commission expires: 9-24-2020

Mary Lou Mohr
NOTARY PUBLIC

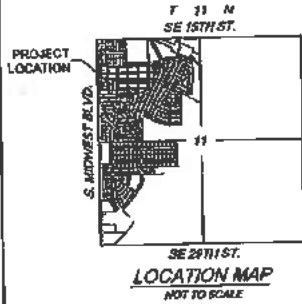
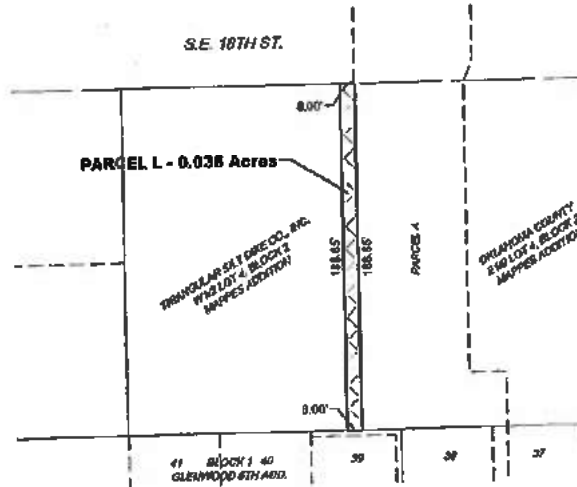
Approved by City Attorney _____ Date: _____

Approved by City Council _____ Date: _____

RETURN TO: City Clerk 100 N Midwest Boulevard Midwest City OK 73110

Subject: Palmer Loop Trail JP 31433(04) - JP 31437(04) - TAP-2550(330)AG - TAP-2550(326)AG Parcel L - temporary easement - Triangular Silt Dike Co. Inc. / Roach - B414 SE 18th- R151538700

EXHIBIT "A"
PARCEL L-TEMPORARY EASEMENT
PART OF THE W1/2 OF LOT 4, BLOCK 2, MAPPEE ADDITION
TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA



LEGAL DESCRIPTION

THE EAST 1.00 FEET OF THE WEST HALF (W1/2) OF LOT 4, BLOCK 2, MAPPEE ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

THE ABOVE DESCRIPTION CONTAINING 0.035 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN SMITH, PLS 1868, COWAN GROUP ENGINEERING, U.C. CERTIFICATE OF AUTHORIZATION CA 6414, EXPIRES ON JUNE 30, 2018.



JUSTIN SMITH, PLS 1868 DATE

OWNER:
 TRIANGULAR SILT DUNE CO., INC.

THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

COWAN GROUP ENGINEERING 7100 N. CLABEN, SUITE 500 OKLAHOMA CITY, OK 73118 405-462-3369 405-462-3381 F WWW.COWANGROUP.CO CA# 6414 EXPIRES 5/30/2018	
DATE:	CITY/STATE:
PROJECT:	PLAT:
SCALE:	ACRES:
OWNER:	PREPARED BY:
DRAWN BY:	CHECKED BY:
DATE:	APPROVED BY:

EXHIBIT B

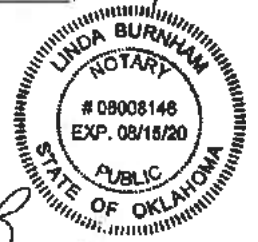
THE EAST 8.00 FEET OF THE WEST HALF (W1/2) OF LOT 4, BLOCK 2, MAPPE'S ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

THE ABOVE DESCRIPTION CONTAINING 0.035 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN SMITH, PLS 1868, COWAN GROUP ENGINEERING, LLC. CERTIFICATE OF AUTHORIZATION CA 8414, EXPIRES ON JUNE 30, 2018.

Amalia Z Segura to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that she executed the same as her free and voluntary act and deed.

WITNESS, my hand and seal this 30 day of November, 20 17



My Commission expires: 8-15-20

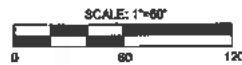
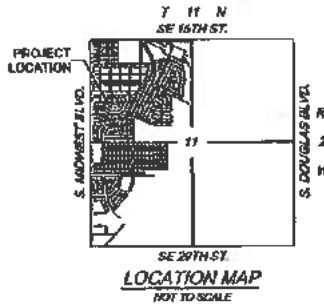
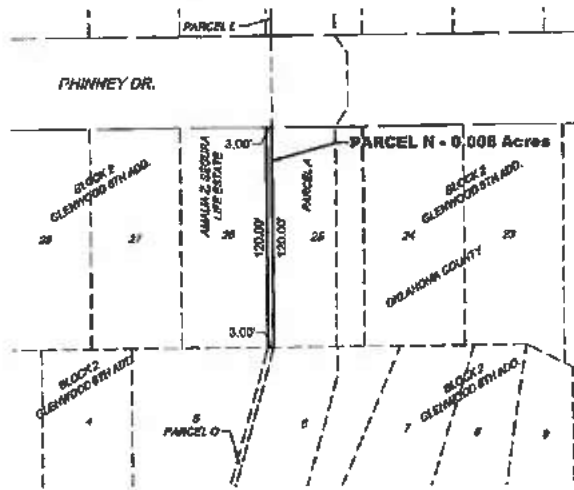
Linda B
NOTARY PUBLIC

Approved by City Attorney _____ Date: _____

Approved by City Council _____ Date: _____

RETURN TO: City Clerk 100 N Midwest Boulevard Midwest City OK 73110

EXHIBIT "A"
PARCEL N-TEMPORARY EASEMENT
PART OF LOT 26, BLOCK 2, GLENWOOD 6TH ADDITION
TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA



LEGAL DESCRIPTION

THE EAST 3.00 FEET OF LOT 26, BLOCK 2, GLENWOOD 6TH ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.
 THE ABOVE DESCRIPTION CONTAINING 0.008 ACRES MORE OR LESS.


THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN SMITH, PLS 1669, COWAN GROUP ENGINEERING, LLC. CERTIFICATE OF AUTHORIZATION CA 6414, EXPIRES ON JUNE 30, 2018.



JUSTIN SMITH, PLS 1669 DATE _____

OWNER:
 AMALIA Z. SEGURA LIFE ESTATE

THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

 COWAN GROUP ENGINEERING 7100 N. GLASSEN, SUITE 500 OKLAHOMA CITY, OK 73116 405-463-3369 405-463-3381 F WWW.COWANGROUP.CO CAF 6414 EXPIRES 6/30/2018	
PROJECT:	COWAN GROUP ENGINEERING
DATE:	2017
BY:	JUSTIN SMITH
CHECKED BY:	JUSTIN SMITH
SCALE:	1"=60'
DATE:	APRIL 03, 2017

THE EAST 3.00 FEET OF LOT 26, BLOCK 2, GLENWOOD 6TH ADDITION TO THE CITY OF
MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

THE ABOVE DESCRIPTION CONTAINING 0.008 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN
SMITH, PLS 1868, COWAN GROUP ENGINEERING, LLC. CERTIFICATE OF AUTHORIZATION CA
8414, EXPIRES ON JUNE 30, 2018.

EXHIBIT B

executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes herein set forth.

WITNESS, my hand and seal this 27TH day of September, 2017

My Commission expires: 8-15-20

Linda B.
NOTARY PUBLIC



APPROVED as to form and legality this _____ day of _____, 20

CITY ATTORNEY

Accepted by the Council of the City of Midwest City this _____ day of _____, 20

ATTEST:

CITY CLERK

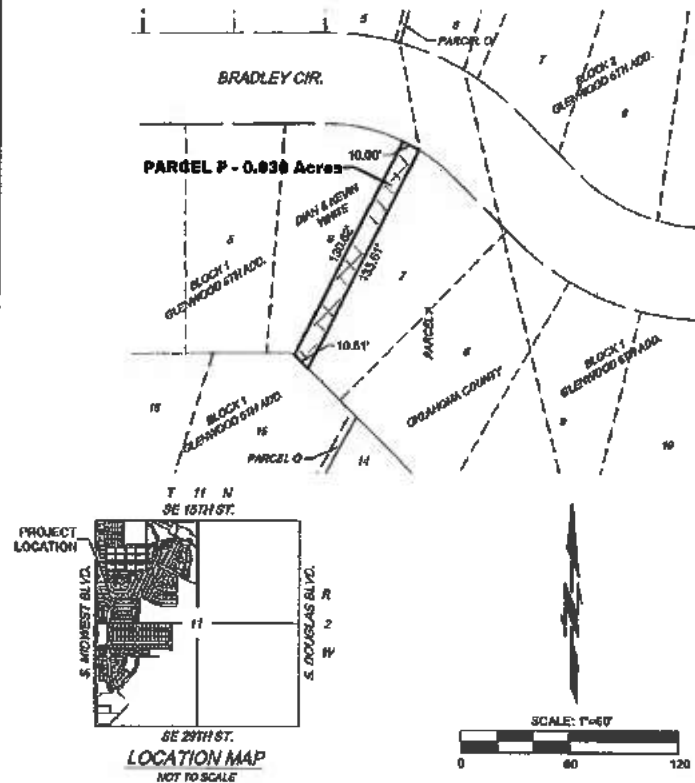
MAYOR

RETURN TO: CITY CLERK, 100 N. Midwest Blvd., Midwest City OK 73110

Palmer Loop Trail JP 31433(04) / JP 31437(04) / TAP-255D(330)AG / TAP-255D(326)AG / Parcel P - White - 620 Bradley - R150291055

Project: Palmer Loop Trail JP 31433
Oklahoma County
JP 31433(04) - JP 31437(04) -
TAP-255D(330)AG - TAP-255D(326)AG
Parcel P

EXHIBIT "A"
PARCEL P-TEMPORARY EASEMENT
PART OF LOT 6, BLOCK 1, GLENWOOD 6TH ADDITION
TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA



LEGAL DESCRIPTION

THE EASTERLY 120.00 FEET OF LOT 6, BLOCK 1, GLENWOOD 6TH ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.
 THE ABOVE DESCRIPTION CONTAINS 0.030 ACRES MORE OR LESS.
 THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN SMITH, PLS 1866, COWAN GROUP ENGINEERING, LLC.
 CERTIFICATE OF AUTHORIZATION CA-6114, EXPIRES ON JUNE 30, 2018.



JUSTIN SMITH, PLS 1866 DATE _____

OWNER:
 DIAN & KEVIN WHITE

THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAN


 COWAN GROUP ENGINEERING 7100 N. CLASSEN, SUITE 303 OKLAHOMA CITY, OK 73115 405-463-9369 O 405-463-3381 F WWW.COWANGROUP.CO CA# 6414 EXPIRES 6/30/2018	
DATE:	UNAPPROVED
DATE: JULY 2017	DATE:
DATE: 08/02/17	DATE:
DATE: 08/02/17	DATE:
DATE:	DATE:

EXHIBIT B

**THE EASTERLY 10.00 FEET OF LOT 6, BLOCK 1, GLENWOOD 6TH ADDITION TO THE CITY OF
MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.**

THE ABOVE DESCRIPTION CONTAINING 0.030 ACRES MORE OR LESS.

**THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN
SMITH, PLS 1868, COWAN GROUP ENGINEERING, LLC. CERTIFICATE OF AUTHORIZATION CA
6414, EXPIRES ON JUNE 30, 2018.**

GRANT OF TEMPORARY EASEMENT

Project: Palmer Loop Trail
COUNTY: Oklahoma
JP 31433(04)/ JP 31437(04) -
TAP-255D(330)AG/ TAP-55D(326)AG
Parcel Q

KNOW ALL BY THESE PRESENTS:

That Dale Stevens and Patricia A Stevens, husband and wife, grantor(s), of Oklahoma County, State of Oklahoma, for good and valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto the City of Midwest City, a municipal corporation, a temporary easement and right-of-way across, over and under the following described real estate and premises situated in Oklahoma County, State of Oklahoma, to-wit:

SEE ATTACHED EXHIBITS A & B

This easement, effective upon the inception of construction, is granted for the sole purpose of enabling the City of Midwest City, its officers, agents, contractors and employees to go upon, layout, construct, change, build and at all times maintain the easement and improvement upon the above described tract of land and includes the temporary right of ingress and egress for employees, tools, and equipment, of the City of Midwest City, its officers, agents, contractors and employees. THE TEMPORARY EASEMENT SHALL BECOME NULL AND VOID UPON COMPLETION OF CONSTRUCTION AND ACCEPTANCE OF THE PROJECT.

The consideration herein covers any and all kinds and character of damages or injury that may be sustained directly or indirectly to any lands owned by the Grantor(s) herein by reason of the construction and maintenance of such improvements.

Said Grantor(s) hereby covenant and warrant that at the time of the delivery that the above-described real estate and premises are free of all liens and claims whatsoever, except none and that Grantor(s) will, so long as this easement is in full force and effect, defend the same unto the City of Midwest City against all and every person whomsoever claiming the same.

WITNESS the hands of the parties this 23rd day of February, 2018

Dale Stevens

Patricia A. Stevens

STATE OF OKLAHOMA OK
COUNTY OF OKLAHOMA OK ^{ss.}

Before me, the undersigned Notary Public in and for the state and county aforesaid, on this 23rd day of February, 2018 personally

Dale Stevens and Patricia A Stevens, husband and wife, to me known to be the identical person(s)

who executed the within and foregoing instrument and acknowledged to me that they executed the

same as their free and voluntary act and deed for the uses and purposes herein set forth.

WITNESS, my hand and seal this 23rd day of February, 20

My Commission expires: 2/17/19

Shelly Selby
NOTARY PUBLIC

APPROVED as to form and legality this _____ day of _____, 20



CITY ATTORNEY

Accepted by the Council of the City of Midwest City this _____ day of _____, 20

ATTEST:

CITY CLERK

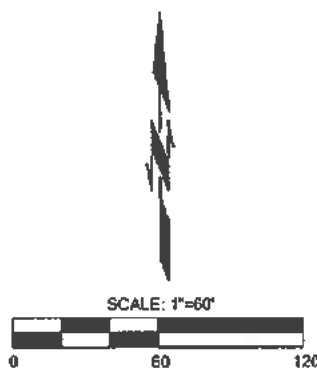
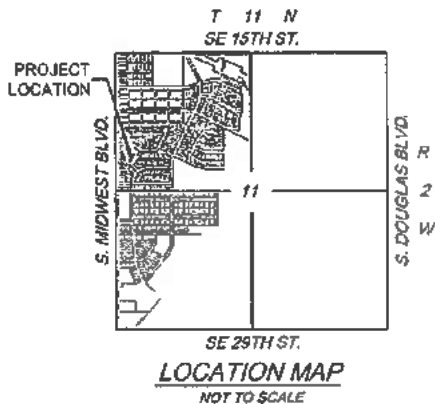
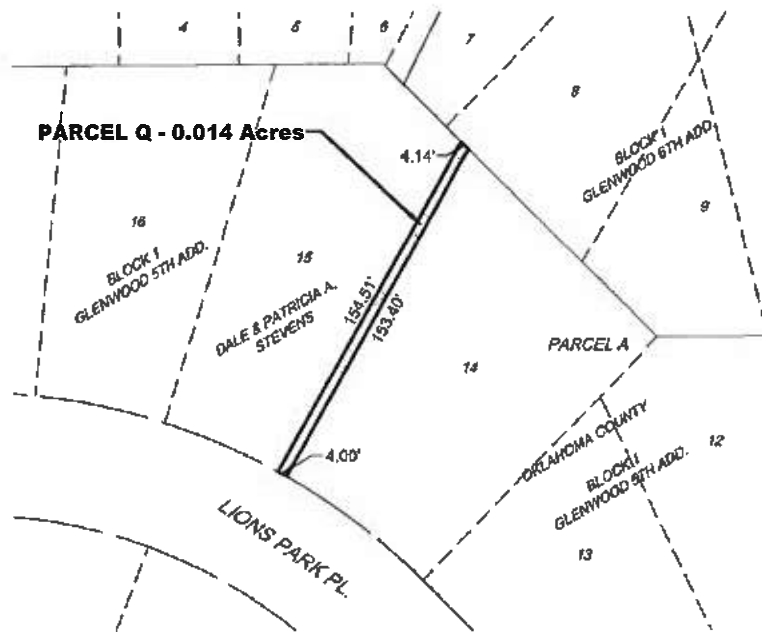
MAYOR

RETURN TO: CITY CLERK, 100 N. Midwest Blvd., Midwest City OK 73110

Palmer Loop Trail JP 31433(04) / JP 31437(04) / TAP-255D(330)AG / TAP-255D(326)AG / Parcel Q/Stevens/613 Lions Pk PI / R150 341 145

Project: Palmer Loop Trail JP 31433
Oklahoma County
JP 31433(04) - JP 31437(04) -
TAP-255D(330)AG - TAP-255D(326)AG
Parcel Q

EXHIBIT "A"
PARCEL Q-TEMPORARY EASEMENT
PART OF LOT 15, BLOCK 1, GLENWOOD 5TH ADDITION
TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA



LEGAL DESCRIPTION

THE EASTERLY 4.00 FEET OF LOT 15, BLOCK 1, GLENWOOD 5TH ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.
 THE ABOVE DESCRIPTION CONTAINING 0.014 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN SMITH, PLS 1868, COWAN GROUP ENGINEERING, LLC. CERTIFICATE OF AUTHORIZATION CA 6414, EXPIRES ON JUNE 30, 2018.



JUSTIN SMITH, PLS 1868 DATE

OWNER:
DALE & PATRICIA A. STEVENS

THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

© Cowan Group Engineering, LLC 2017. All Rights Reserved. City of Midwest City, Oklahoma. Printed and Bound in Oklahoma, USA.

	COWAN GROUP ENGINEERING	
	7100 N. GLASSEN, SUITE 500	
	OKLAHOMA CITY, OK 73116	
	405-463-3369 O 405-463-3381 F	
	WWW.COWANGROUP.CO	
	CA# 6414 EXPIRES 6/30/2018	
CLIENT:	CITY OF MIDWEST CITY	
PROJECT NO:	15-30	
DATE:	04/03/2017	
REVISED DATE:		
DRAWN BY:	JMS	
PAGE:	PARCEL Q-EXHIBIT "A"	

THE EASTERLY 4.00 FEET OF LOT 15, BLOCK 1, GLENWOOD 5TH ADDITION TO THE CITY OF
MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

THE ABOVE DESCRIPTION CONTAINING 0.014 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FROM THE PUBLIC RECORD ON APRIL 03, 2017 BY JUSTIN
SMITH, PLS 1868, COWAN GROUP ENGINEERING, LLC. CERTIFICATE OF AUTHORIZATION CA
6414, EXPIRES ON JUNE 30, 2018.

GRANT OF TEMPORARY EASEMENT

Project: Palmer Loop Trail
COUNTY: Oklahoma
JP 31437(04) - TAP-
255D(330)AG
Parcel B

KNOW ALL BY THESE PRESENTS:

That C&S Property Investments, L.L.C, (grantor) of Oklahoma County, Oklahoma, for good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto the City of Midwest City, a municipal corporation, a temporary easement and right-of-way across, over and under the following described real estate and premises situated in Oklahoma County, State of Oklahoma, to-wit:

The North Five Feet (5') of the South Fifteen (15') of Lot Fifteen (15) Block Two (2) Daco Addition to Midwest City, Oklahoma County, Oklahoma being located in the NW § 11 T 11 N 2 W.

This easement, effective upon the inception of construction, is granted for the sole purpose of enabling the City of Midwest City, its officers, agents, contractors and employees to go upon, layout, construct, change, build and at all times maintain the easement and improvement upon the above described tract of land and includes the temporary right of ingress and egress for employees, tools, and equipment, of the City of Midwest City, its officers, agents, contractors and employees. THE TEMPORARY EASEMENT SHALL BECOME NULL AND VOID UPON COMPLETION OF CONSTRUCTION AND ACCEPTANCE OF THE PROJECT.

The consideration herein covers any and all kinds and character of damages or injury that may be sustained directly or indirectly to any lands owned by the Grantor(s) herein by reason of the construction and maintenance of such improvements.

Said Grantor(s) hereby covenant and warrant that at the time of the delivery that the above-described real estate and premises are free of all liens and claims whatsoever, except none and that Grantor(s) will, so long as this easement is in full force and effect, defend the same unto the City of Midwest City against all and every person whomsoever claiming the same.

WITNESS the hands of the parties this 30th day of SEPTEMBER, 2019

Kennie M. Hughes President of
Owner / Managing Member C&S Property Investments LLC *Richard Resources Corporation*

STATE OF Oklahoma)
)ss.
COUNTY OF Oklahoma)

Before me, the undersigned Notary Public in and for the state and county aforesaid, on this

30th day of September, 2019, personally appeared,

Donnie M. Hughes, as Managing Member of C&S Property Investments, L.L.C., to me known to be

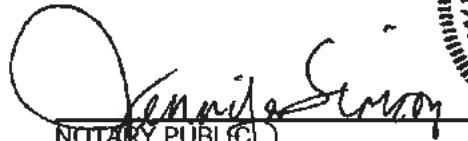
the identical person who executed the within and foregoing instrument and acknowledged to me

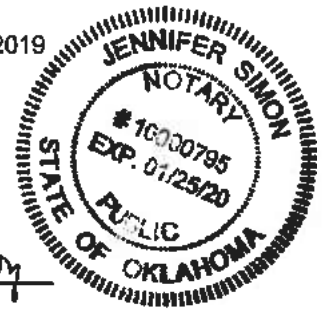
that he executed the same as his free and voluntary act and deed for the uses and purposes herein set

forth and as the free and voluntary act and deed of C&S Property Investments, L.L.C.

X WITNESS, my hand and seal this 30th day of September, 2019

J My Commission expires: 1/25/20


NOTARY PUBLIC



Approved by City Attorney _____ Date: _____

Approved by City Council _____ Date: _____

JP 31437(04) / TAP-255D (330)AG / County: Oklahoma / Parcel B - C&S Property Investments LLC
/ county id # 150938330 - Parcel B - Temp

the identical person who executed the within and foregoing instrument and acknowledged to me
that he executed the same as his free and voluntary act and deed for the uses and purposes herein set
forth and as the free and voluntary act and deed of C&S Property Investments, L.L.C.

↓ WITNESS, my hand and seal this 30th day of SEPTEMBER, 2019

↓ My Commission expires: 1/25/20

Jennifer Simon
NOTARY PUBLIC



Approved by City Attorney _____ Date: _____

Approved by City Council _____ Date: _____

JP 31437(04), TAP-255D (330) AG / County: Oklahoma / Parcel B – C&S Property Investments LLC /
county id # 150938330 - Parcel B – Permanent Easement

RETURN TO: CITY CLERK, 100 N. Midwest Blvd., Midwest City OK 73110



CITY of MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

Billy Harless, Community Development Director
Brandon Bundy, P.E., City Engineer

ENGINEERING DIVISION
Brandon Bundy, P.E., City Engineer
CURRENT PLANNING DIVISION
Kelly Gilles, Manager
COMPREHENSIVE PLANNER
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

TO : Honorable Mayor and Council

FROM : Brandon Bundy, P.E., City Engineer

DATE : October 22nd, 2019

SUBJECT : Discussion and consideration to approve change order #1 amending the funding agreement for Federal-Aid Project Number STP-155E(919)EH, State Job Number 28817(04), with the Oklahoma Department of Transportation for the construction of the Mid-America Trail, in the amount of \$6,589.10.

The attached change order is for the Mid-America Trail which has recently been completed. This change order is a culmination of various field changes in a retaining wall located near N.E. 10th Street and the installation of a new 50' pre-fabricated bridge across Soldier Creek. The retaining wall changes reduced project costs but were offset by issues with the soils at the bridge site.

The Mid-America Trail project is funded by a mix of Federal and City funds which will be accounted for in the final project budget.

Fund balances are determined at closure of project.

Staff recommends approval.

A handwritten signature in black ink, appearing to read "B. Bundy", is written over a horizontal line. Below the line, the text "Brandon Bundy, P.E., City Engineer" is printed.

Brandon Bundy, P.E.,
City Engineer

Attachment

Oklahoma Department of Transportation Change Order

Contract ID	190170	Primary County	OKLAHOMA	Primary PCN	28817(04)
Change Order Nbr	001	Project	STP-155E(919)EH		
Contract Description	PEDESTRIAN IMPROVEMENTS (TRAIL CONSTRUCTION) MID-AMERICA TRAIL: FROM THE INTERSECTION OF N. MIDWEST BLVD AND NE 10TH ST, EXTEND NORTHWEST IN MIDWEST CITY. PROJECT LENGTH = 0.653 MILE				
Change Order Type	SUPPLEMENTAL AGREEMENT				
Zero Dollar Change Order	NO	Status	Pending		

General Change Order Description(s): This change order establishes line item 8001 to pay the contractor for the clearing and grubbing encountered within construction limits. It also establishes line items 8002 and 8003 to extend an existing 24" drainage pipe stubbed out of the retaining wall. The additional pipe was a result of having to shift the retaining wall in order to avoid an existing sanitary sewer line. Field adjustments due to differences in field elevations and plan elevations and field conditions are captured in this change order as underruns of the same retaining wall. This change order also establishes line items 8004 and 8005 to pay contractor for piles driven at the bridge abutments. This change order adds the piles in conjunction with capturing underruns of 24" drilled shafts. Varying site conditions having unstable soils prohibited meeting the drilled shaft depths therefore driven piles were added to reestablish load capacity. Finally, this change order establishes line item 8006 to pay the contractor for installing CLSM as backfill at bridge abutments.

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	New Revised Qty	Amount of Change
28817(04)	0012	0100	509(B) 0321	CY	\$325.00	57.00	57.00	-16.08	40.92	
	Item Description: CLASS A CONCRETE									This Change: \$-5,226.00
	Supplemental Description 1:									Prev Revised: \$18,525.00
	Supplemental Description 2:									New Revised: \$13,299.00
										Bid Contract: \$18,525.00
										Net Change: \$-5,226.00
										PCT Change: -28.21 %
	Explanations: This item was used for the retaining wall. The Class A concrete was under run due to field adjustments that were made due to differing site conditions.									
28817(04)	0036	0200	510(A) 6333	SY	\$578.45	75.00	75.00	-18.75	56.25	
	Item Description: RETAINING WALL									This Change: \$-10,845.93
	Supplemental Description 1:									Prev Revised: \$43,383.75
	Supplemental Description 2:									New Revised: \$32,537.81
										Bid Contract: \$43,383.75
										Net Change: \$-10,845.93
										PCT Change: -25.00 %
	Explanations: This item was used for the retaining wall. The Class A concrete was under run due to field adjustments that were made due to differing site conditions.									
28817(04)	0038	0200	516(A) 6090	LF	\$225.00	144.00	144.00	-23.43	120.57	
	Item Description: DRILLED SHAFTS 24" DIAMETER									This Change: \$-5,271.75
	Supplemental Description 1:									Prev Revised: \$32,400.00
	Supplemental Description 2:									New Revised: \$27,128.25
										Bid Contract: \$32,400.00
										Net Change: \$-5,271.75
										PCT Change: -16.27 %
	Explanations: This item was under run due to field adjustments where unstable soil conditions were encountered.									
28817(04)	8001	0100	201(A) 0102	LSUM	\$7,300.00	0.00	0.00	1.00	1.00	
	Item Description: CLEARING AND GRUBBING									This Change: \$7,300.00
	Supplemental Description 1: Clearing and Grubbing									Prev Revised: \$0.00
	Supplemental Description 2:									New Revised: \$7,300.00
										Bid Contract: \$0.00
										Net Change: \$7,300.00
										PCT Change: 100.00 %
	Explanations: This item was created due to an omission from the plans.									
28817(04)	8002	0100	616(P) 0600	LF	\$105.00	0.00	0.00	20.00	20.00	
	Item Description: 24" HDPE PIPE									This Change: \$2,100.00
	Supplemental Description 1: 24" HDPE PIPE									Prev Revised: \$0.00
	Supplemental Description 2:									New Revised: \$2,100.00

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	New Revised Qty	Amount of Change
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Bid Contract: \$0.00
Net Change: \$2,100.00
PCT Change: 100.00 %

Explanations: Line items 8002 and 8003 were established to pay contractor for extending the existing 24" storm water pipe. This pipe is needed to avoid a sanitary sewer line that is in conflict with the retaining wall footing.

28817(04)	8003	0100	616(Q) 0650	EA	\$3,115.00	0.00	0.00	1.00	1.00	
Item Description: 24" 45 DEGREE BEND										
Supplemental Description 1: 24" HDPE 45 DEGREE BEND										
Supplemental Description 2:										
									This Change:	\$3,115.00
									Prev Revised:	\$0.00
									New Revised:	\$3,115.00
									Bid Contract:	\$0.00
									Net Change:	\$3,115.00
									PCT Change:	100.00 %

Explanations: Line items 8002 and 8003 were established to pay contractor for extending the existing 24" storm water pipe. This pipe is needed to avoid a sanitary sewer line that is in conflict with the retaining wall footing.

28817(04)	8004	0200	514(A) 6010	LF	\$61.62	0.00	0.00	80.00	80.00	
Item Description: PILES, FURNISHED (HP 10X42)										
Supplemental Description 1: Piles, Furnished (HP 10x42)										
Supplemental Description 2:										
									This Change:	\$4,930.20
									Prev Revised:	\$0.00
									New Revised:	\$4,930.20
									Bid Contract:	\$0.00
									Net Change:	\$4,930.20
									PCT Change:	100.00 %

Explanations: This item was added in conjunction with the portion of Line Item 0038 that was underrun to provide additional stability of the bridge abutments due to the planned drill shafts not meeting the required depth.

28817(04)	8005	0200	514(B) 6292	LF	\$88.16	0.00	0.00	80.00	80.00	
Item Description: PILES, DRIVEN (HP 10X42)										
Supplemental Description 1:										
Supplemental Description 2: Piles, Driven (HP 10 x 42)										
									This Change:	\$7,052.98
									Prev Revised:	\$0.00
									New Revised:	\$7,052.98
									Bid Contract:	\$0.00
									Net Change:	\$7,052.98
									PCT Change:	100.00 %

Explanations: This item was added in conjunction with the portion of Line Item 0038 that was underrun to provide additional stability of the bridge abutments due to the planned drill shafts not meeting the required depth.

28817(04)	8006	0200	501(G) 6315	CY	\$132.10	0.00	0.00	26.00	26.00	
Item Description: CLSM BACKFILL										
Supplemental Description 1: CLSM BACKFILL										
Supplemental Description 2:										
									This Change:	\$3,434.60
									Prev Revised:	\$0.00
									New Revised:	\$3,434.60
									Bid Contract:	\$0.00
									Net Change:	\$3,434.60
									PCT Change:	100.00 %

Explanations: Line item 8006 was added to pay contractor to backfill at bridge abutments using controlled low strength material (CLSM). CLSM will allow for 95% compaction of backfill at areas in close proximity to the abutment walls and therefore made difficult to compact using standard size construction equipment.

TOTAL VALUE FOR CHANGE ORDER 001 : \$6,589.10

Contract Time Adjustments

No contract time adjustments are associated with this change order.

Contract ID	190170	Primary County	OKLAHOMA	Primary PCN	28817(04)
Change Order Nbr	001	Project	STP-155E(919)EH		

Prime Contractor's Section

As the duly authorized representative of REDLANDS CONTRACTING, LLC, contractor for the above referenced project, I affirm that I have reviewed the above and foregoing prices, quantities and days for the changed or additional work, and I agree that the quantities and prices as are herein listed and the extension of time to perform the change or additional work as shown above will adequately compensate the contractor for the changed or additional work. I understand that the quantities as listed above are estimated and may be subject to revision upon audit of the project. I further understand that the change order/supplemental agreement fully compensates the contractor for the changed or additional work and is in lieu of cost accounting for the work actually performed or submission of a claim as provided by the standard specifications for highway construction and special provisions to the contract.

*Signature*_____
*Name(Printed)*_____
Company Title

Subscribed and sworn before me this _____ day of _____ year of _____

My commission expires _____

*Notary Public*_____
*Commission Number***Oklahoma Department of Transportation Section**

The prices for the additional items have been compared with other contract prices and are a fair amount for the work involved. Respectfully requested by:

P.E. Seal

Residency Administration(R)
Field Division Administration(R)
Construction Administration(R)
Central Office Administration(R)

Department Personnel
 Harlin, Christopher
 January, Trenton
 Leonard, John B.
 Saliba, Darren A.

Approval Date_____
Signature

Contract ID	190170	Primary County	OKLAHOMA	Primary PCN	28817(04)
Change Order Nbr	001	Project	STP-155E(919)EH		

Local Government Section

I acknowledge the work indicated on this Change Order. I understand the final costs of this work will be reflected in the final cost apportionment.

_____ *City/County Official*

_____ *Date Acknowledged*



CITY of MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

Billy Harless, Community Development Director
Brandon Bundy, P.E., City Engineer

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BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

TO : Honorable Mayor and Council

FROM : Brandon Bundy, P.E., City Engineer

DATE : October 22nd, 2019

SUBJECT : Discussion and consideration to approve the final quantity change order for Federal-Aid Project Number TAP-255D(329)AG. State Job Number 31436(04), with the Oklahoma Department of Transportation for the construction of the 29th Street Trail, no funds required since the change order is being reconciled with escrow account set up for this project.

The attached change order is for the 29th Street Trail project which was completed summer of 2018. The final quantity change order is the final computation of all the quantities in the project and is required prior to concluding a project with the Oklahoma Department of Transportation. No funds are required at this time since this change order will be reconciled with the escrow account set up at the beginning of the project.

Staff recommends approval.

Brandon Bundy, P.E.,
City Engineer

Attachment

Oklahoma Department of Transportation Final Quantity Change Order

Contract ID	170181	Primary County	OKLAHOMA	Primary PCN	31436(04)
Change Order Nbr	003	Project	TAP-255D(329)AG		
Contract Description	PEDESTRIAN IMPROVEMENTS (TRAIL CONSTRUCTION) CITY STREET (SE 29TH STREET TRAIL): FROM SOONER ROAD, EXTEND EAST IN MIDWEST CITY. PROJECT LENGTH = 1.050 MILES PREQUALIFICATION FOR THIS PROJECT HAS BEEN WAIVED. BOTH BID EXPRESS AND WRITTEN BIDS WILL BE ACCEPTED.				
Change Order Type	CHANGE ORDER				
Zero Dollar Change Order	NO	Status	Pending		

General Change Order Description(s): This change order establishes the final quantity for each item on the original contract and for those items added by change order during the course of the construction work. Associated with each item is a justification for those items which deviated from the original plan quantity or from the quantity established by a previous change. The information presented in this final quantity change order addresses contract pay items only. Penalties, disincentives, or other adjustments associated with this contract will be identified on the final estimate.

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change	
31436(04)	0001	0100	201(A) 0102	LSUM	\$10,000.00	1.00	1.00	0.00	1.00		
	Item Description:		CLEARING AND GRUBBING							This Change:	\$0.00
	Supplemental Description 1:									Prev Revised:	\$10,000.00
	Supplemental Description 2:									Final Amount:	\$10,000.00
										Bid Contract:	\$10,000.00
										Net Change:	\$0.00
										PCT Change:	0.00 %
	Explanations:		The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.								
31436(04)	0002	0100	202(H) 0185	LSUM	\$15,000.00	1.00	1.00	0.00	1.00		
	Item Description:		EARTHWORK							This Change:	\$0.00
	Supplemental Description 1:									Prev Revised:	\$15,000.00
	Supplemental Description 2:									Final Amount:	\$15,000.00
										Bid Contract:	\$15,000.00
										Net Change:	\$0.00
										PCT Change:	0.00 %
	Explanations:		The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.								
31436(04)	0003	0100	221(C) 2801	LF	\$2.00	4,859.00	4,859.00	-561.65	4,297.35		
	Item Description:		TEMPORARY SILT FENCE							This Change:	\$-1,123.30
	Supplemental Description 1:									Prev Revised:	\$9,718.00
	Supplemental Description 2:									Final Amount:	\$8,594.70
										Bid Contract:	\$9,718.00
										Net Change:	\$-1,123.30
										PCT Change:	-11.55 %
	Explanations:		Quantity adjusted to field asbuilt quantity.								
31436(04)	0004	0100	221(F) 0100	LF	\$18.00	40.00	40.00	-40.00	0.00		
	Item Description:		TEMPORARY SILT DIKE							This Change:	\$-720.00
	Supplemental Description 1:									Prev Revised:	\$720.00
	Supplemental Description 2:									Final Amount:	\$0.00
										Bid Contract:	\$720.00
										Net Change:	\$-720.00
										PCT Change:	-100 %
	Explanations:		Pay item was not utilized on the project.								

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuil Qty	Amount of Change
31436(04)	0005	0100	230(A) 2806	SY	\$3.50	6,391.00	6,391.00	-361.23	6,029.77	
	Item Description: SOLID SLAB SODDING Supplemental Description 1: Supplemental Description 2:									
	Explanations: Quantity adjusted to field asbuil quantity.									
	This Change: \$-1,264.30 Prev Revised: \$22,368.50 Final Amount: \$21,104.19 Bid Contract: \$22,368.50 Net Change: \$-1,264.30 PCT Change: -5.65 %									
31436(04)	0006	0100	303(A) 2100	CY	\$75.00	6.00	6.00	-6.00	0.00	
	Item Description: AGGREGATE BASE TYPE A Supplemental Description 1: Supplemental Description 2:									
	Explanations: Pay item was not utilized on the project.									
	This Change: \$-450.00 Prev Revised: \$450.00 Final Amount: \$0.00 Bid Contract: \$450.00 Net Change: \$-450.00 PCT Change: -100 %									
31436(04)	0007	0100	326(B) 0100	SY	\$30.00	29.00	29.00	2.53	31.53	
	Item Description: GEOGRID REINFORCEMENT Supplemental Description 1: Supplemental Description 2:									
	Explanations: The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.									
	This Change: \$75.90 Prev Revised: \$870.00 Final Amount: \$945.90 Bid Contract: \$870.00 Net Change: \$75.90 PCT Change: 8.72 %									
31436(04)	0008	0100	414(B) 5725	SY	\$42.50	22.00	22.00	-0.67	21.33	
	Item Description: DOWEL JOINTED P.C. CONCRETE PAVEMENT(PACEMENT) Supplemental Description 1: Supplemental Description 2:									
	Explanations: Quantity adjusted to field asbuil quantity.									
	This Change: \$-28.47 Prev Revised: \$935.00 Final Amount: \$906.52 Bid Contract: \$935.00 Net Change: \$-28.47 PCT Change: -3.04 %									
31436(04)	0009	0100	414(G) 5275	CY	\$160.00	4.00	4.00	-0.45	3.55	
	Item Description: P.C. CONCRETE FOR PAVEMENT Supplemental Description 1: Supplemental Description 2:									
	Explanations: Quantity adjusted to field asbuil quantity.									
	This Change: \$-72.00 Prev Revised: \$640.00 Final Amount: \$568.00 Bid Contract: \$640.00 Net Change: \$-72.00 PCT Change: -11.25 %									
31436(04)	0010	0100	415 6300	LF	\$1.75	660.00	660.00	-660.00	0.00	
	Item Description: CONCRETE JOINT SEALING Supplemental Description 1: Supplemental Description 2:									
	This Change: \$-1,155.00 Prev Revised: \$1,155.00 Final Amount: \$0.00 Bid Contract: \$1,155.00 Net Change: \$-1,155.00									

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
									PCT Change:	-100 %
	Explanations:		Pay item was not utilized on the project.							
31436(04)	0011	0100	609(A) 0300	LF	\$25.00	132.00	132.00	65.43	197.43	
	Item Description:		CONCRETE CURB (6" BARRIER-INTEGRAL)							
	Supplemental Description 1:									
	Supplemental Description 2:									
									This Change:	\$1,635.75
									Prev Revised:	\$3,300.00
									Final Amount:	\$4,935.75
									Bid Contract:	\$3,300.00
									Net Change:	\$1,635.75
									PCT Change:	49.56 %
	Explanations:		Overrun due to existing concrete curb being broke during construction and replacing it back with new concrete curb.							
31436(04)	0012	0100	609(A) 5864	LF	\$50.00	12.00	12.00	12.00	24.00	
	Item Description:		CONCRETE CURB (6" BARRIER-DOWELLED)							
	Supplemental Description 1:									
	Supplemental Description 2:									
									This Change:	\$600.00
									Prev Revised:	\$600.00
									Final Amount:	\$1,200.00
									Bid Contract:	\$600.00
									Net Change:	\$600.00
									PCT Change:	100.00 %
	Explanations:		The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.							
31436(04)	0013	0100	609(C) 4809	LF	\$25.00	287.00	287.00	-51.00	236.00	
	Item Description:		CONCRETE HEADER CURB (6"X 16")							
	Supplemental Description 1:									
	Supplemental Description 2:									
									This Change:	-\$1,275.00
									Prev Revised:	\$7,175.00
									Final Amount:	\$5,900.00
									Bid Contract:	\$7,175.00
									Net Change:	-\$1,275.00
									PCT Change:	-17.77 %
	Explanations:		Quantity adjusted to field asbuilt quantity.							
31436(04)	0014	0100	610(A) 0602	SY	\$36.00	5,522.00	5,522.00	114.37	5,636.37	
	Item Description:		4" CONCRETE SIDEWALK							
	Supplemental Description 1:									
	Supplemental Description 2:									
									This Change:	\$4,117.32
									Prev Revised:	\$198,792.00
									Final Amount:	\$202,909.32
									Bid Contract:	\$198,792.00
									Net Change:	\$4,117.32
									PCT Change:	2.07 %
	Explanations:		The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.							
31436(04)	0015	0100	610(B) 0604	SY	\$60.00	55.00	55.00	-55.00	0.00	
	Item Description:		6" CONCRETE DRIVEWAY							
	Supplemental Description 1:									
	Supplemental Description 2:									
									This Change:	-\$3,300.00
									Prev Revised:	\$3,300.00
									Final Amount:	\$0.00
									Bid Contract:	\$3,300.00
									Net Change:	-\$3,300.00
									PCT Change:	-100 %
	Explanations:		Pay item was not utilized on the project.							
31436(04)	0016	0100	610(I) 4610	SF	\$30.00	60.00	60.00	0.00	60.00	
	Item Description:		TACTILE WARNING DEVICE-NEW							
	Supplemental Description 1:									
	Supplemental Description 2:									
									This Change:	\$0.00
									Prev Revised:	\$1,800.00
									Final Amount:	\$1,800.00

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuil Qty	Amount of Change
									Bid Contract:	\$1,800.00
									Net Change:	\$0.00
									PCT Change:	0.00 %
									Explanations: The final asbuil quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.	
31436(04)	0017	0100	612(D) 0646	EA	\$1,500.00	1.00	1.00	0.00	1.00	
									This Change:	\$0.00
									Prev Revised:	\$1,500.00
									Final Amount:	\$1,500.00
									Bid Contract:	\$1,500.00
									Net Change:	\$0.00
									PCT Change:	0.00 %
									Explanations: The final asbuil quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.	
31436(04)	0018	0100	612(E) 0647	EA	\$350.00	1.00	1.00	-1.00	0.00	
									This Change:	-\$350.00
									Prev Revised:	\$350.00
									Final Amount:	\$0.00
									Bid Contract:	\$350.00
									Net Change:	-\$350.00
									PCT Change:	-100 %
									Explanations: Pay item was not utilized on the project.	
31436(04)	0019	0100	612(F) 0648	EA	\$350.00	1.00	1.00	-1.00	0.00	
									This Change:	-\$350.00
									Prev Revised:	\$350.00
									Final Amount:	\$0.00
									Bid Contract:	\$350.00
									Net Change:	-\$350.00
									PCT Change:	-100 %
									Explanations: Pay item was not utilized on the project.	
31436(04)	0020	0100	613(A) 0492	LF	\$60.00	120.00	120.00	0.00	120.00	
									This Change:	\$0.00
									Prev Revised:	\$7,200.00
									Final Amount:	\$7,200.00
									Bid Contract:	\$7,200.00
									Net Change:	\$0.00
									PCT Change:	0.00 %
									Explanations: The final asbuil quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.	
31436(04)	0021	0100	613(L) 5730	EA	\$1,300.00	3.00	3.00	0.00	3.00	
									This Change:	\$0.00
									Prev Revised:	\$3,900.00
									Final Amount:	\$3,900.00
									Bid Contract:	\$3,900.00
									Net Change:	\$0.00
									PCT Change:	0.00 %
									Explanations: The final asbuil quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.	
31436(04)	0022	0100	619(A) 0920	LSUM	\$500.00	1.00	1.00	0.00	1.00	
									This Change:	\$0.00

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
										Supplemental Description 1: Supplemental Description 2:
										Prev Revised: \$500.00 Final Amount: \$500.00 Bid Contract: \$500.00 Net Change: \$0.00 PCT Change: 0.00 %
										Explanations: The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.
31436(04)	0023	0100	619(B) 4767	SY	\$9.00	55.00	55.00	10.29	65.29	
										Item Description: REMOVAL OF ASPHALT DRIVEWAY Supplemental Description 1: Supplemental Description 2:
										This Change: \$92.61 Prev Revised: \$495.00 Final Amount: \$587.61 Bid Contract: \$495.00 Net Change: \$92.61 PCT Change: 18.70 %
										Explanations: The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.
31436(04)	0024	0100	619(B) 4791	LF	\$20.00	36.00	36.00	21.40	57.40	
										Item Description: REMOVAL OF CURB Supplemental Description 1: Supplemental Description 2:
										This Change: \$428.00 Prev Revised: \$720.00 Final Amount: \$1,148.00 Bid Contract: \$720.00 Net Change: \$428.00 PCT Change: 59.44 %
										Explanations: Overrun due to existing concrete curb being broke during construction and replacing it back with new concrete curb.
31436(04)	0025	0100	619(B) 4792	SY	\$35.00	8.00	8.00	3.11	11.11	
										Item Description: REMOVAL OF SIDEWALK Supplemental Description 1: Supplemental Description 2:
										This Change: \$108.85 Prev Revised: \$280.00 Final Amount: \$388.85 Bid Contract: \$280.00 Net Change: \$108.85 PCT Change: 38.87 %
										Explanations: The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.
31436(04)	0026	0100	619(B) 4821	SY	\$15.00	249.00	249.00	-80.33	168.67	
										Item Description: REMOVAL OF CONCRETE SLOPE PROTECTION Supplemental Description 1: Supplemental Description 2:
										This Change: \$-1,204.95 Prev Revised: \$3,735.00 Final Amount: \$2,530.05 Bid Contract: \$3,735.00 Net Change: \$-1,204.95 PCT Change: -32.26 %
										Explanations: Quantity adjusted to field asbuilt quantity.
31436(04)	0027	0100	619(C) 0924	LF	\$3.00	668.00	668.00	-168.00	500.00	
										Item Description: SAWING PAVEMENT Supplemental Description 1: Supplemental Description 2:
										This Change: \$-504.00 Prev Revised: \$2,004.00 Final Amount: \$1,500.00 Bid Contract: \$2,004.00 Net Change: \$-504.00 PCT Change: -25.14 %
										Explanations: Quantity adjusted to field asbuilt quantity.

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
31436(04)	0028	0100	622(A) 4746	LF	\$40.00	294.00	294.00	-294.00	0.00	
	Item Description:		PIPE RAILING						This Change:	\$-11,760.00
	Supplemental Description 1:								Prev Revised:	\$11,760.00
	Supplemental Description 2:								Final Amount:	\$0.00
									Bid Contract:	\$11,760.00
									Net Change:	\$-11,760.00
									PCT Change:	-100 %
	Explanations:		This pay item was not utilized under the Line Item #0028. Project ran out of funds. Change Order #1 Line Item #8001 was used to pay for pipe railing.							
31436(04)	0029	0200	501(F) 6352	CY	\$75.00	28.80	28.80	268.16	296.96	
	Item Description:		GRANULAR BACKFILL						This Change:	\$20,112.00
	Supplemental Description 1:								Prev Revised:	\$2,160.00
	Supplemental Description 2:								Final Amount:	\$22,272.00
									Bid Contract:	\$2,160.00
									Net Change:	\$20,112.00
									PCT Change:	931.11 %
	Explanations:		Overrun due to failure of first design of Block Retaining Wall & Cap. The Block Retaining Wall & Cap was redesigned and replaced.							
31436(04)	0030	0200	508 6334	SF	\$25.00	963.00	963.00	1,773.00	2,736.00	
	Item Description:		BLOCK RETAINING WALL & CAP						This Change:	\$44,325.00
	Supplemental Description 1:								Prev Revised:	\$24,075.00
	Supplemental Description 2:								Final Amount:	\$68,400.00
									Bid Contract:	\$24,075.00
									Net Change:	\$44,325.00
									PCT Change:	184.11 %
	Explanations:		Overrun due to failure of first design of Block Retaining Wall & Cap. The Block Retaining Wall & Cap was redesigned and replaced.							
31436(04)	0031	0200	509(A) 1326	CY	\$500.00	21.00	21.00	2.67	23.67	
	Item Description:		CLASS AA CONCRETE						This Change:	\$1,335.00
	Supplemental Description 1:								Prev Revised:	\$10,500.00
	Supplemental Description 2:								Final Amount:	\$11,835.00
									Bid Contract:	\$10,500.00
									Net Change:	\$1,335.00
									PCT Change:	12.71 %
	Explanations:		The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.							
31436(04)	0032	0200	510(D) 0350	SF	\$3.00	963.00	963.00	-963.00	0.00	
	Item Description:		(SP)GRAFFITI TREATMENT						This Change:	\$-2,889.00
	Supplemental Description 1:								Prev Revised:	\$2,889.00
	Supplemental Description 2:								Final Amount:	\$0.00
									Bid Contract:	\$2,889.00
									Net Change:	\$-2,889.00
									PCT Change:	-100 %
	Explanations:		Pay item was not utilized on the project.							
31436(04)	0033	0200	511(A) 1332	LB	\$2.50	2,124.00	2,124.00	172.38	2,296.38	
	Item Description:		REINFORCING STEEL						This Change:	\$430.95
	Supplemental Description 1:								Prev Revised:	\$5,310.00
	Supplemental Description 2:								Final Amount:	\$5,740.95
									Bid Contract:	\$5,310.00
									Net Change:	\$430.95

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
										PCT Change: 8.11 %
										Explanations: The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.
31436(04)	0034	0200	514(A) 6011	LF	\$27.50	456.00	456.00	-6.00	450.00	This Change: \$-165.00
										Prev Revised: \$12,540.00
										Final Amount: \$12,375.00
										Bid Contract: \$12,540.00
										Net Change: \$-165.00
										PCT Change: -1.31 %
										Explanations: The required bearing capacity was achieved prior to installing the plan quantity.
31436(04)	0035	0200	514(B) 6294	LF	\$40.30	456.00	456.00	-6.00	450.00	This Change: \$-241.80
										Prev Revised: \$18,376.80
										Final Amount: \$18,135.00
										Bid Contract: \$18,376.80
										Net Change: \$-241.80
										PCT Change: -1.31 %
										Explanations: The required bearing capacity was achieved prior to installing the plan quantity.
31436(04)	0036	0200	535 6785	EA	\$185,000.00	1.00	1.00	0.00	1.00	This Change: \$0.00
										Prev Revised: \$185,000.00
										Final Amount: \$185,000.00
										Bid Contract: \$185,000.00
										Net Change: \$0.00
										PCT Change: 0.00 %
										Explanations: The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.
31436(04)	0037	0300	802(B) 8344	LF	\$33.00	150.00	150.00	-150.00	0.00	This Change: \$-4,950.00
										Prev Revised: \$4,950.00
										Final Amount: \$0.00
										Bid Contract: \$4,950.00
										Net Change: \$-4,950.00
										PCT Change: -100 %
										Explanations: Pay item was not utilized on the project.
31436(04)	0038	0300	802(B) 8346	LF	\$11.00	50.00	50.00	0.00	50.00	This Change: \$0.00
										Prev Revised: \$550.00
										Final Amount: \$550.00
										Bid Contract: \$550.00
										Net Change: \$0.00
										PCT Change: 0.00 %
										Explanations: The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.
31436(04)	0039	0300	803(A) 8065	EA	\$495.00	3.00	3.00	-3.00	0.00	This Change: \$-1,485.00
										Prev Revised: \$1,485.00
										Final Amount: \$0.00

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuil Qty	Amount of Change
										Bid Contract: \$1,485.00
										Net Change: \$-1,485.00
										PCT Change: -100 %
	Explanations:		Pay item was not utilized on the project.							
31436(04)	0040	0300	804(A) 2915	CY	\$1,100.00	0.60	0.60	1.20	1.80	
	Item Description:		STRUCTURAL CONCRETE							
	Supplemental Description 1:									
	Supplemental Description 2:									
										This Change: \$1,320.00
										Prev Revised: \$660.00
										Final Amount: \$1,980.00
										Bid Contract: \$660.00
										Net Change: \$1,320.00
										PCT Change: 200.00 %
	Explanations:		Overrun due to adding additional pedestrian pole on project.							
31436(04)	0041	0300	804(B) 2916	LB	\$2.20	44.60	44.60	78.90	123.50	
	Item Description:		REINFORCING STEEL							
	Supplemental Description 1:									
	Supplemental Description 2:									
										This Change: \$173.58
										Prev Revised: \$98.12
										Final Amount: \$271.70
										Bid Contract: \$98.12
										Net Change: \$173.58
										PCT Change: 176.90 %
	Explanations:		Overrun due to adding additional pedestrian pole on project.							
31436(04)	0042	0300	805(A) 8724	EA	\$275.00	1.00	1.00	0.00	1.00	
	Item Description:		(PL)REMOVAL OF EXISTING SIGNS							
	Supplemental Description 1:									
	Supplemental Description 2:									
										This Change: \$0.00
										Prev Revised: \$275.00
										Final Amount: \$275.00
										Bid Contract: \$275.00
										Net Change: \$0.00
										PCT Change: 0.00 %
	Explanations:		The final asbuil quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.							
31436(04)	0043	0300	806(B) 8896	EA	\$2,750.00	2.00	2.00	1.00	3.00	
	Item Description:		12' MTG.HT.TS PED.POLE(G.STL.)							
	Supplemental Description 1:									
	Supplemental Description 2:									
										This Change: \$2,750.00
										Prev Revised: \$5,500.00
										Final Amount: \$8,250.00
										Bid Contract: \$5,500.00
										Net Change: \$2,750.00
										PCT Change: 50.00 %
	Explanations:		Overrun due to adding additional pedestrian pole on project.							
31436(04)	0044	0300	825(A) 8559	EA	\$2,200.00	1.00	1.00	0.00	1.00	
	Item Description:		SIGNAL SYSTEM CONTROLLER UPGRADE							
	Supplemental Description 1:									
	Supplemental Description 2:									
										This Change: \$0.00
										Prev Revised: \$2,200.00
										Final Amount: \$2,200.00
										Bid Contract: \$2,200.00
										Net Change: \$0.00
										PCT Change: 0.00 %
	Explanations:		The final asbuil quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.							
31436(04)	0045	0300	829(A) 8200	EA	\$10,230.00	1.00	1.00	0.00	1.00	
	Item Description:		(PL) PEDESTRIAN / CYCLIST COUNTER							
										This Change: \$0.00

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
									Supplemental Description 1: Supplemental Description 2:	Prev Revised: \$10,230.00 Final Amount: \$10,230.00 Bid Contract: \$10,230.00 Net Change: \$0.00 PCT Change: 0.00 %
									Explanations:	The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.
31436(04)	0046	0300	830 8000	EA	\$2,200.00	4.00	4.00	2.00	6.00	This Change: \$4,400.00 Prev Revised: \$8,800.00 Final Amount: \$13,200.00 Bid Contract: \$8,800.00 Net Change: \$4,400.00 PCT Change: 50.00 %
									Item Description:	PEDESTRIAN PUSH BUTTON
									Supplemental Description 1:	
									Supplemental Description 2:	
									Explanations:	Overrun due to adding additional pedestrian pole on project.
31436(04)	0047	0300	831 8295	EA	\$660.00	6.00	6.00	0.00	6.00	This Change: \$0.00 Prev Revised: \$3,960.00 Final Amount: \$3,960.00 Bid Contract: \$3,960.00 Net Change: \$0.00 PCT Change: 0.00 %
									Item Description:	1WAY 2SEC. ADJ. PED. SIG. HD. S-20
									Supplemental Description 1:	
									Supplemental Description 2:	
									Explanations:	The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.
31436(04)	0048	0300	834(A) 8207	LF	\$3.30	300.00	300.00	793.00	1,093.00	This Change: \$2,616.90 Prev Revised: \$990.00 Final Amount: \$3,606.90 Bid Contract: \$990.00 Net Change: \$2,616.90 PCT Change: 264.33 %
									Item Description:	5/C TRAFFIC SIGNAL ELECTRICAL CABLE
									Supplemental Description 1:	
									Supplemental Description 2:	
									Explanations:	Overrun due to adding additional pedestrian pole on project.
31436(04)	0049	0300	834(B) 8220	LF	\$2.20	100.00	100.00	-70.00	30.00	This Change: -\$154.00 Prev Revised: \$220.00 Final Amount: \$66.00 Bid Contract: \$220.00 Net Change: -\$154.00 PCT Change: -70.00 %
									Item Description:	2/C SHIELDED LOOP DETECTOR LEAD-IN CABLE
									Supplemental Description 1:	
									Supplemental Description 2:	
									Explanations:	Quantity adjusted to field asbuilt quantity.
31436(04)	0050	0300	850(A) 8110	SF	\$24.20	10.50	10.50	0.00	10.50	This Change: \$0.00 Prev Revised: \$254.10 Final Amount: \$254.10 Bid Contract: \$254.10 Net Change: \$0.00 PCT Change: 0.00 %
									Item Description:	SHEET ALUMINUM SIGNS
									Supplemental Description 1:	
									Supplemental Description 2:	
									Explanations:	The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change	
31436(04)	0051	0300	851(B) 3216	LF	\$16.50	27.00	27.00	0.00	27.00		
	Item Description:		2"@3.65 GALV.STEEL PIPE POST							This Change:	\$0.00
	Supplemental Description 1:									Prev Revised:	\$445.50
	Supplemental Description 2:									Final Amount:	\$445.50
										Bid Contract:	\$445.50
										Net Change:	\$0.00
										PCT Change:	0.00 %
	Explanations:		The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.								
31436(04)	0052	0300	854(A) 8800	LF	\$0.72	1,715.00	1,715.00	-1,715.00	0.00		
	Item Description:		TRAFFIC STRIPE(PAINT)(4" WIDE)							This Change:	-\$1,234.80
	Supplemental Description 1:									Prev Revised:	\$1,234.80
	Supplemental Description 2:									Final Amount:	\$0.00
										Bid Contract:	\$1,234.80
										Net Change:	-\$1,234.80
										PCT Change:	-100 %
	Explanations:		Pay item was not utilized on the project.								
31436(04)	0053	0300	856(A) 8540	LF	\$2.09	272.00	272.00	56.00	328.00		
	Item Description:		TRAFFIC STRIPE(MULTI-POLY.)(8" WIDE)							This Change:	\$117.04
	Supplemental Description 1:									Prev Revised:	\$568.48
	Supplemental Description 2:									Final Amount:	\$685.52
										Bid Contract:	\$568.48
										Net Change:	\$117.04
										PCT Change:	20.58 %
	Explanations:		The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.								
31436(04)	0054	0300	856(A) 8555	LF	\$6.33	256.00	256.00	-41.00	215.00		
	Item Description:		TRAFFIC STRIPE(MULTI-POLY.)(24" WIDE)							This Change:	-\$259.53
	Supplemental Description 1:									Prev Revised:	\$1,620.48
	Supplemental Description 2:									Final Amount:	\$1,360.95
										Bid Contract:	\$1,620.48
										Net Change:	-\$259.53
										PCT Change:	-16.01 %
	Explanations:		The final quantity is within 5% of the original plan quantity or the final cost of this item is within \$20,000 of the original item total cost.								
31436(04)	0055	0300	857(F) 8006	LF	\$1.65	176.00	176.00	190.30	366.30		
	Item Description:		PAVEMENT MARKING REMOVAL(TRAFFIC STRIPE)							This Change:	\$313.99
	Supplemental Description 1:									Prev Revised:	\$290.40
	Supplemental Description 2:									Final Amount:	\$604.39
										Bid Contract:	\$290.40
										Net Change:	\$313.99
										PCT Change:	108.12 %
	Explanations:		Overrun due to removing existing traffic stripe beyond project limits to match the new traffic stripe for the project.								
31436(04)	0056	0300	880(J) 8905	LSUM	\$4,840.00	1.00	1.00	0.00	1.00		
	Item Description:		CONSTRUCTION TRAFFIC CONTROL							This Change:	\$0.00
	Supplemental Description 1:									Prev Revised:	\$4,840.00
	Supplemental Description 2:									Final Amount:	\$4,840.00
										Bid Contract:	\$4,840.00
										Net Change:	\$0.00
										PCT Change:	0.00 %

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuil Qty	Amount of Change
31436(04)	0057	0600	642(B) 0096	LSUM	\$3,000.00	1.00	1.00	0.00	1.00	
31436(04)	0058	0640	220 2800	LSUM	\$2,000.00	1.00	1.00	0.00	1.00	
31436(04)	0059	0640	641 1552	LSUM	\$20,000.00	1.00	1.00	0.00	1.00	
31436(04)	8000	0901	622(A) 4746	LF	\$40.00	0.00	256.00	0.00	256.00	
31436(04)	8001	0901	508 6334	SF	\$25.00	0.00	5,162.44	-1,233.00	3,929.44	
31436(04)	8002	0901	501(F) 6352	CY	\$75.00	0.00	763.54	-268.17	495.37	

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
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Net Change: \$37,152.75
 PCT Change: 100.00 %

Explanations: Quantity adjusted to field asbuilt quantity.

TOTAL VALUE FOR CHANGE ORDER 003 : \$-921.02

Contract ID	170181	Primary County	OKLAHOMA	Primary PCN	31438(04)
Change Order Nbr	003	Project	TAP-255D(329)AG		

Prime Contractor's Section

As the duly authorized representative of PARATHON CONSTRUCTION, LLC, contractor for the above referenced project, I affirm that I have reviewed the above and foregoing prices, quantities and days for the changed or additional work, and I agree that the quantities and prices as are herein listed and the extension of time to perform the change or additional work as shown above will adequately compensate the contractor for the changed or additional work. I understand that the quantities as listed above are estimated and may be subject to revision upon audit of the project. I further understand that the change order/supplemental agreement fully compensates the contractor for the changed or additional work and is in lieu of cost accounting for the work actually performed or submission of a claim as provided by the standard specifications for highway construction and special provisions to the contract.

[Signature]
Signature

James H. Smith
Name (Printed)

President
Company Title

Subscribed and sworn before me this 26th day of August year of 2019

My commission expires August 23, 2022

[Signature]
Notary Public

18008474
Commission Number



Oklahoma Department of Transportation Section

The prices for the additional items have been compared with other contract prices and are a fair amount for the work involved. Respectfully requested by:

Department Personnel

Approval Date

[Signature]
Signature

8-26-19

Contract ID	170181	Primary County	OKLAHOMA	Primary PCN	31436(04)
Change Order Nbr	003	Project	TAP-255D(329)AG		

Local Government Section

I acknowledge the work indicated on this Change Order. I understand the final costs of this work will be reflected in the final cost apportionment.

City/County Official

Date Acknowledged



CITY of MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

Billy Harless, Community Development Director
Brandon Bundy, P.E., City Engineer

ENGINEERING DIVISION
Brandon Bundy, P.E., City Engineer
CURRENT PLANNING DIVISION
Kelly Gilles, Manager
COMPREHENSIVE PLANNER
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

TO : Honorable Mayor and Council

FROM : Brandon Bundy, P.E., City Engineer

DATE : October 22nd, 2019

SUBJECT : Discussion and consideration to approve the final quantity change order for Federal-Aid Project Number STPG-255F(336)AG. State Job Number 31475(04), with the Oklahoma Department of Transportation for the construction of the city-wide striping, no funds required since the change order is being reconciled with escrow account set up for this project.

The attached change order is for the city-wide striping project which was completed summer of 2018. The final quantity change order is the final computation of all the quantities in the project and is required prior to concluding a project with the Oklahoma Department of Transportation. No funds are required at this time since this change order will be reconciled with the escrow account set up at the beginning of the project.

Staff recommends approval.

A handwritten signature in black ink, appearing to read "B. Bundy", is written over a horizontal line. The signature is stylized and cursive.

Brandon Bundy, P.E.,
City Engineer

Attachment

Oklahoma Department of Transportation Final Quantity Change Order

Contract ID	180103	Primary County	OKLAHOMA	Primary PCN	31475(04)
Change Order Nbr	001	Project	STPG-255F(336)AG		
Contract Description	STRIPING AND PAVEMENT MARKING CITY STREETS: AT MULTIPLE LOCATIONS IN MIDWEST CITY. PROJECT LENGTH = 13.000 MILES				
Change Order Type	CHANGE ORDER				
Zero Dollar Change Order	NO	Status	Pending		

General Change Order Description(s): This change order establishes the final quantity for each item on the original contract and for those items added by change order during the course of the construction work. Associated with each item is a justification for those items which deviated from the original plan quantity or from the quantity established by a previous change. The information presented in this final quantity change order addresses contract pay items only. Penalties, disincentives, or other adjustments associated with this contract will be identified on the final estimate.

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
31475(04)	0001	0300	855(A) 8812	LF	\$0.25	170,174.00	170,174.00	3,751.00	173,925.00	
	Item Description:		TRAFFIC STRIPE(PLASTIC)(4" WIDE)						This Change:	\$937.75
	Supplemental Description 1:								Prev Revised:	\$42,543.50
	Supplemental Description 2:								Final Amount:	\$43,481.25
	Explanations:		Pay item quantity was adjusted to asbuilt quantities.						Bid Contract:	\$42,543.50
									Net Change:	\$937.75
									PCT Change:	2.20 %
31475(04)	0002	0300	855(A) 8814	LF	\$3.00	2,576.00	2,576.00	3,526.00	6,102.00	
	Item Description:		TRAFFIC STRIPE(PLASTIC)(8" WIDE)						This Change:	\$10,578.00
	Supplemental Description 1:								Prev Revised:	\$7,728.00
	Supplemental Description 2:								Final Amount:	\$18,306.00
	Explanations:		Pay item quantity was adjusted to asbuilt quantities.						Bid Contract:	\$7,728.00
									Net Change:	\$10,578.00
									PCT Change:	136.87 %
31475(04)	0003	0300	855(A) 8818	LF	\$1.00	1,750.00	1,750.00	-1,750.00	0.00	
	Item Description:		TRAFFIC STRIPE(PLASTIC)(12" WIDE)						This Change:	\$-1,750.00
	Supplemental Description 1:								Prev Revised:	\$1,750.00
	Supplemental Description 2:								Final Amount:	\$0.00
	Explanations:		Pay item was not utilized. Placed 8" traffic stripe instead of 12" traffic stripe.						Bid Contract:	\$1,750.00
									Net Change:	\$-1,750.00
									PCT Change:	-100 %
31475(04)	0004	0300	855(A) 8825	LF	\$1.75	5,599.00	5,599.00	-603.00	4,996.00	
	Item Description:		TRAFFIC STRIPE(PLASTIC)(24" WIDE)						This Change:	\$-1,055.25
	Supplemental Description 1:								Prev Revised:	\$9,798.25
	Supplemental Description 2:								Final Amount:	\$8,743.00
	Explanations:		Pay item quantity was adjusted to asbuilt quantities.						Bid Contract:	\$9,798.25
									Net Change:	\$-1,055.25
									PCT Change:	-10.76 %
31475(04)	0005	0300	855(B) 8818	EA	\$150.00	123.00	123.00	0.00	123.00	

Oklahoma Department of Transportation Final Quantity Change Order

Contract ID	180103	Primary County	OKLAHOMA	Primary PCN	31475(04)
Change Order Nbr	001	Project	STPG-255F(336)AG		
Contract Description	STRIPING AND PAVEMENT MARKING CITY STREETS: AT MULTIPLE LOCATIONS IN MIDWEST CITY. PROJECT LENGTH = 13.000 MILES				
Change Order Type	CHANGE ORDER				
Zero Dollar Change Order	NO	Status	Pending		

General Change Order Description(s): This change order establishes the final quantity for each item on the original contract and for those items added by change order during the course of the construction work. Associated with each item is a justification for those items which deviated from the original plan quantity or from the quantity established by a previous change. The information presented in this final quantity change order addresses contract pay items only. Penalties, disincentives, or other adjustments associated with this contract will be identified on the final estimate.

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
31475(04)	0001	0300	855(A) 8812	LF	\$0.25	170,174.00	170,174.00	3,751.00	173,925.00	
	Item Description: TRAFFIC STRIPE(PLASTIC)(4" WIDE) Supplemental Description 1: Supplemental Description 2:									This Change: \$937.75 Prev Revised: \$42,543.50 Final Amount: \$43,481.25 Bid Contract: \$42,543.50 Net Change: \$937.75 PCT Change: 2.20 %
	Explanations: Pay item quantity was adjusted to asbuilt quantities.									
31475(04)	0002	0300	855(A) 8814	LF	\$3.00	2,576.00	2,576.00	3,526.00	6,102.00	
	Item Description: TRAFFIC STRIPE(PLASTIC)(8" WIDE) Supplemental Description 1: Supplemental Description 2:									This Change: \$10,578.00 Prev Revised: \$7,728.00 Final Amount: \$18,306.00 Bid Contract: \$7,728.00 Net Change: \$10,578.00 PCT Change: 136.87 %
	Explanations: Pay item quantity was adjusted to asbuilt quantities.									
31475(04)	0003	0300	855(A) 8818	LF	\$1.00	1,750.00	1,750.00	-1,750.00	0.00	
	Item Description: TRAFFIC STRIPE(PLASTIC)(12" WIDE) Supplemental Description 1: Supplemental Description 2:									This Change: \$-1,750.00 Prev Revised: \$1,750.00 Final Amount: \$0.00 Bid Contract: \$1,750.00 Net Change: \$-1,750.00 PCT Change: -100 %
	Explanations: Pay item was not utilized. Placed 8" traffic stripe instead of 12" traffic stripe.									
31475(04)	0004	0300	855(A) 8825	LF	\$1.75	5,599.00	5,599.00	-603.00	4,996.00	
	Item Description: TRAFFIC STRIPE(PLASTIC)(24" WIDE) Supplemental Description 1: Supplemental Description 2:									This Change: \$-1,055.25 Prev Revised: \$9,798.25 Final Amount: \$8,743.00 Bid Contract: \$9,798.25 Net Change: \$-1,055.25 PCT Change: -10.76 %
	Explanations: Pay item quantity was adjusted to asbuilt quantities.									
31475(04)	0005	0300	855(B) 8818	EA	\$150.00	123.00	123.00	0.00	123.00	

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuil Qty	Amount of Change	
	Item Description:		TRAFFIC STRIPE(PLASTIC)(ARROWS)						This Change:		\$0.00
	Supplemental Description 1:								Prev Revised:		\$18,450.00
	Supplemental Description 2:								Final Amount:		\$18,450.00
									Bid Contract:		\$18,450.00
									Net Change:		\$0.00
									PCT Change:		0.00 %
	Explanations:		The final asbuil quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.								
31475(04)	0006	0300	855(B) 8824	EA	\$1,500.00	8.00	8.00	-8.00	0.00		
	Item Description:		TRAFFIC STRIPE(PLASTIC)(SYMBOLS)						This Change:		\$-12,000.00
	Supplemental Description 1:								Prev Revised:		\$12,000.00
	Supplemental Description 2:								Final Amount:		\$0.00
									Bid Contract:		\$12,000.00
									Net Change:		\$-12,000.00
									PCT Change:		-100 %
	Explanations:		Pay item not utilized on the project.								
31475(04)	0007	0300	857(F) 8006	LF	\$0.05	5,599.00	5,599.00	14,324.50	19,923.50		
	Item Description:		PAVEMENT MARKING REMOVAL(TRAFFIC STRIPE)						This Change:		\$716.22
	Supplemental Description 1:								Prev Revised:		\$279.95
	Supplemental Description 2:								Final Amount:		\$996.17
									Bid Contract:		\$279.95
									Net Change:		\$716.22
									PCT Change:		255.84 %
	Explanations:		Pay item quantity was adjusted to asbuil quantities.								
31475(04)	0008	0300	857(F) 8007	EA	\$5.00	113.00	113.00	10.00	123.00		
	Item Description:		PAVEMENT MARKING REMOVAL(ARROWS)						This Change:		\$50.00
	Supplemental Description 1:								Prev Revised:		\$565.00
	Supplemental Description 2:								Final Amount:		\$615.00
									Bid Contract:		\$565.00
									Net Change:		\$50.00
									PCT Change:		8.84 %
	Explanations:		Pay item quantity was adjusted to asbuil quantities.								
31475(04)	0009	0300	857(F) 8008	EA	\$25.00	26.00	26.00	-26.00	0.00		
	Item Description:		PAVEMENT MARKING REMOVAL(WORDS)						This Change:		\$-650.00
	Supplemental Description 1:								Prev Revised:		\$650.00
	Supplemental Description 2:								Final Amount:		\$0.00
									Bid Contract:		\$650.00
									Net Change:		\$-650.00
									PCT Change:		-100 %
	Explanations:		Pay item not utilized on the project.								
31475(04)	0010	0300	857(F) 8009	EA	\$100.00	8.00	8.00	-8.00	0.00		
	Item Description:		PAVEMENT MARKING REMOVAL(SYMBOLS)						This Change:		\$-800.00
	Supplemental Description 1:								Prev Revised:		\$800.00
	Supplemental Description 2:								Final Amount:		\$0.00
									Bid Contract:		\$800.00
									Net Change:		\$-800.00
									PCT Change:		-100 %
	Explanations:		Pay item not utilized on the project.								
31475(04)	0011	0300	880(J) 8905	LSUM	\$17,000.00	1.00	1.00	0.00	1.00		

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	Final Asbuilt Qty	Amount of Change
	Item Description:		CONSTRUCTION TRAFFIC CONTROL						This Change:	\$0.00
	Supplemental Description 1:								Prev Revised:	\$17,000.00
	Supplemental Description 2:								Final Amount:	\$17,000.00
									Bid Contract:	\$17,000.00
									Net Change:	\$0.00
									PCT Change:	0.00 %
	Explanations:		The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.							
31475(04)	0012	0640	641 1552	LSUM	\$12,000.00	1.00	1.00	0.00	1.00	
	Item Description:		MOBILIZATION						This Change:	\$0.00
	Supplemental Description 1:								Prev Revised:	\$12,000.00
	Supplemental Description 2:								Final Amount:	\$12,000.00
									Bid Contract:	\$12,000.00
									Net Change:	\$0.00
									PCT Change:	0.00 %
	Explanations:		The final asbuilt quantity is equivalent to the bid quantity or, is equivalent to the amount approved on a previous change order.							

TOTAL VALUE FOR CHANGE ORDER 001 : \$-3,973.28

Contract ID	180103	Primary County	OKLAHOMA	Primary PCN	31475(04)
Change Order Nbr	001	Project	STPG-255F(336)AG		

Prime Contractor's Section

As the duly authorized representative of ACTION SAFETY SUPPLY CO., LLC, contractor for the above referenced project, I affirm that I have reviewed the above and foregoing prices, quantities and days for the changed or additional work, and I agree that the quantities and prices as are herein listed and the extension of time to perform the change or additional work as shown above will adequately compensate the contractor for the changed or additional work. I understand that the quantities as listed above are estimated and may be subject to revision upon audit of the project. I further understand that the change order/supplemental agreement fully compensates the contractor for the changed or additional work and is in lieu of cost accounting for the work actually performed or submission of a claim as provided by the standard specifications for highway construction and special provisions to the contract.

[Signature]
Signature

JERRY HIETAS
Name (Printed)

PRESIDENT
Company Title

Subscribed and sworn before me this 11 day of September year of 2019

My commission expires 05/22/22

[Signature]
Notary Public



18005154
Commission Number



Oklahoma Department of Transportation Section

The prices for the additional items have been compared with other contract prices and are a fair amount for the work involved. Respectfully requested by:

Department Personnel

Approval Date

[Signature] 9/17/19
Signature

Contract ID	180103	Primary County	OKLAHOMA	Primary PCN	31475(04)
Change Order Nbr	001	Project	STPG-255F(336)AG		

Local Government Section

I acknowledge the work indicated on this Change Order. I understand the final costs of this work will be reflected in the final cost apportionment.

City/County Official

Date Acknowledged



CITY of MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

Billy Harless, Community Development Director
Brandon Bundy, P.E., City Engineer

ENGINEERING DIVISION
Brandon Bundy, P.E., City Engineer
CURRENT PLANNING DIVISION
Kelly Gilles, Manager
COMPREHENSIVE PLANNER
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

TO : Honorable Mayor and Council

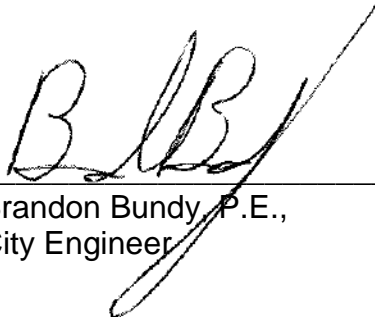
FROM : Brandon Bundy, P.E., City Engineer

DATE : October 22nd, 2019

SUBJECT : Discussion and consideration of an agreement with Schwarz Paving for temporary staging of construction equipment at 9100, 9200, and 9300 SE 29th Street, for an approximate term of 12 months, payment for use will be \$2,400 worth of borrow soil and/or crushed concrete.

Schwarz Paving Company was recently awarded the SE 29th Street reconstruction project. This project is large enough in scope that the contractor wants a large yard to place equipment and use as staging. The contractor has identified city land as a good location and has worked with staff to come up with the attached agreement.

Staff recommends approval.



Brandon Bundy, P.E.,
City Engineer

Attachment

Schwarz Companies

Schwarz Paving Co., Inc.

8251 West Reno

Phone: (405) 789-7203

Schwarz Asphalt, LLC

Oklahoma City, OK 73127

Fax: (405) 789-7303

October 9, 2019

City of Midwest City
Attention: Brandon Bundy
100 N Midwest Boulevard
Midwest City, OK 73110

John Mayfield, President
Schwarz Paving Company, Inc.
8251 West Reno
Oklahoma City, OK 73127

Re: Temporary Agreement for Lot located at 9100, 9200 and 9300 SE 29th Street Midwest City, Oklahoma.

This letter will serve as an Agreement for a temporary staging area located at 9100, 9200 and 9300 SE 29th Street Midwest City, Oklahoma. This Temporary Agreement is entered into on October 22nd, 2019, by and between CITY OF MIDWEST CITY and SCHWARZ PAVING COMPANY, INC., according to the following terms and conditions:

PREMISES: 9100, 9200 and 9300 SE 29th Street Midwest City, Oklahoma.

THE TERM:

The term of this Temporary Agreement shall be approximately twelve (12) months from the date of agreement execution. For compensation of use of the yard, Schwarz Paving will give Midwest City \$2,400 worth of borrow soil and/or crushed concrete. Any utilities required by Schwarz Paving Company will be furnished by Schwarz Paving Company. The property is "as is" condition at the commencement of the lease. Schwarz Paving Company shall hold harmless and indemnify the Owner for any hazardous materials brought onto the property during the term of this lease. Schwarz Paving Company shall be responsible for any cost related to the removal and/or monitoring of any hazardous material brought onto the property during the term of this lease. Schwarz Paving Company shall indemnify and hold Owner harmless for any claims arising from said hazardous material. Schwarz Paving Company shall comply with all EPA standards during the term of this lease and shall leave the real property in compliance with EPA standards at the termination of this lease.

The land is within the municipality of City of Oklahoma City and Schwarz Paving Company will be required to obtain all permits and zoning required by the City of Oklahoma City for the purposes used by Schwarz Paving Company.

OCCUPANCY & USE:

Premises shall be used for contractor’s mobilization, parking, equipment, materials and storage.

MAINTENANCE:

SCHWARZ PAVING COMPANY, INC. agrees to maintain and make any and all repairs sustained from damage caused by the use of the premises and guarantees to return premises to its original condition. Prior to the termination of this lease, Schwarz Paving Company will haul off remaining aggregate stock piles and plating, remove all equipment, fixtures, inventory and any other personal property brought onto the real property by the Schwarz Paving Company. The site shall be graded back to a reasonably smooth surface, and shall be free of all trash, refuse and any other material brought onto the site by Schwarz Paving Company.

INSURANCE:

SCHWARZ PAVING COMPANY, INC., agrees to carry \$1,000,000 in comprehensive general liability insurance and provide the owner with a copy.

All terms and conditions of this Temporary Agreement are hereby ratified and acknowledged.

Agreed and executed this _____ day of October, 2019.

Attest:

The City of Midwest City

City Clerk



Mayor

SCHWARZ PAVING COMPANY, INC.



John Mayfield, President



 MWC City Limits
 Parcel Boundaries



1 in = 270 ft
when printed actual size
on 8-1/2x11" paper

DISCLAIMER

This map is a general information public resource. The City of Midwest City makes no warranty, representation or guarantee as to the content, accuracy, timeliness or completeness of any of the information provided on this map. Any party's use or reliance on this map, or any information on it, is at that party's own risk and without liability to the City of Midwest City, its officials or its employees for any discrepancies, errors or variances that may exist.



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director
Christine Brakefield, Chief Building Official

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Current Planning Manager
COMPREHENSIVE PLANNING
Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

Date: October 22, 2019

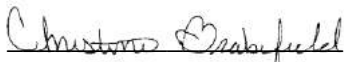
To: Honorable Mayor and City Council

From: Christine Brakefield, Chief Building Official

Subject: Discussion and consideration of rejecting the bid submitted for the City Hall Boiler Replacement Project as being in the best interests of the City.

The bid opening for the above referenced project was held on September 26, 2019. Staff recommends rejecting the single bid received. The one bid received was above the consultant's estimate for the project, and the City has become aware that specialized work to prep the site where the boiler will be installed needs to be conducted. These two factors make it in the City's best interests to reject the one bid received for this project.

Staff recommends rejecting the bid submitted for this project.


Christine Brakefield
Chief Building Official

2019 City Hall Boiler Replacement

BID TAB

09/26/19

***Only 1 bid received

VENDOR

BID AMOUNT

Hunter Mechanical and Controls, Inc.

\$180,000.00

Alternate #1: \$3,674.00



ALLEN
CONSULTING
INCORPORATED

110 N. Mercedes Dr
Norman, OK 73069
(405) 447-2282
acimep.com

Engineering, Planning and Energy Consultants

October 17, 2019

Christine Brakefield, MPA
Chief Building Official
Community Development Division
Midwest City, Oklahoma

Re: City Hall Chiller Replacement

Dear Christine,

We have estimated that the chiller replacement project could cost \$175,000. This number is only an estimate for budgeting and planning purposes and should not be considered as actual cost. Due to market conditions and other factors actual bid prices can vary significantly. See below for further break down of this number.

Demolition Labor – \$10,000
Install Labor - \$75,000
Boiler – \$40,000
Boiler Flues - \$15,000
Expansion Tank/Air & Dirt Separator - \$9,500
Ventilation Fan - \$5,000
Water Heater with mixing valves – \$12,000
Unit Heater – \$2,000
Piping – \$4,000
Insulation – \$2,500
Total – \$175,000

Sincerely,

Heath Q. McKee, PE
Allen Consulting, Inc.
405-928-7701
hmckee@acimep.com



DISCUSSION ITEMS





The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
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Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: October 22, 2019

Subject: (PC – 2017) Discussion and consideration of approval of the Replat of a part of Lot 5, Block 1 of the Harper Addition, described as a part of the NW/4 of Section 31, T12N, R1W and addressed as 10301 NE 7th Street. No action was taken on this item at the September 24, 2019 City Council meeting.

Executive Summary

This is a request to divide one (1) existing lot into four (4) lots for residential development. The area of request is platted as a part of Lot 5, Block 1 of the Harper Addition. The proposed replat shows Lots 5A, 5B, 5C and 5D. All proposed lots meet the minimum standards regarding lot size. If approved, the home built on each lot must meet the minimum house size, exterior construction materials and setbacks listed in the Zoning Ordinance. The area of request is located directly across the street from a lot previously replatted by the applicant under PC-1957 approved July 24, 2018. The pre-application meeting for this replat was held on July 2, 2019. Planning Commission approved the request for replatting but deferred applicant's request for street and sidewalk waivers to City Council. Approval of this replat and applicant's waiver requests are at the discretion of the City Council.

Dates of Hearing: Planning Commission – September 3, 2019
City Council – September 24, 2019 and October 22, 2019

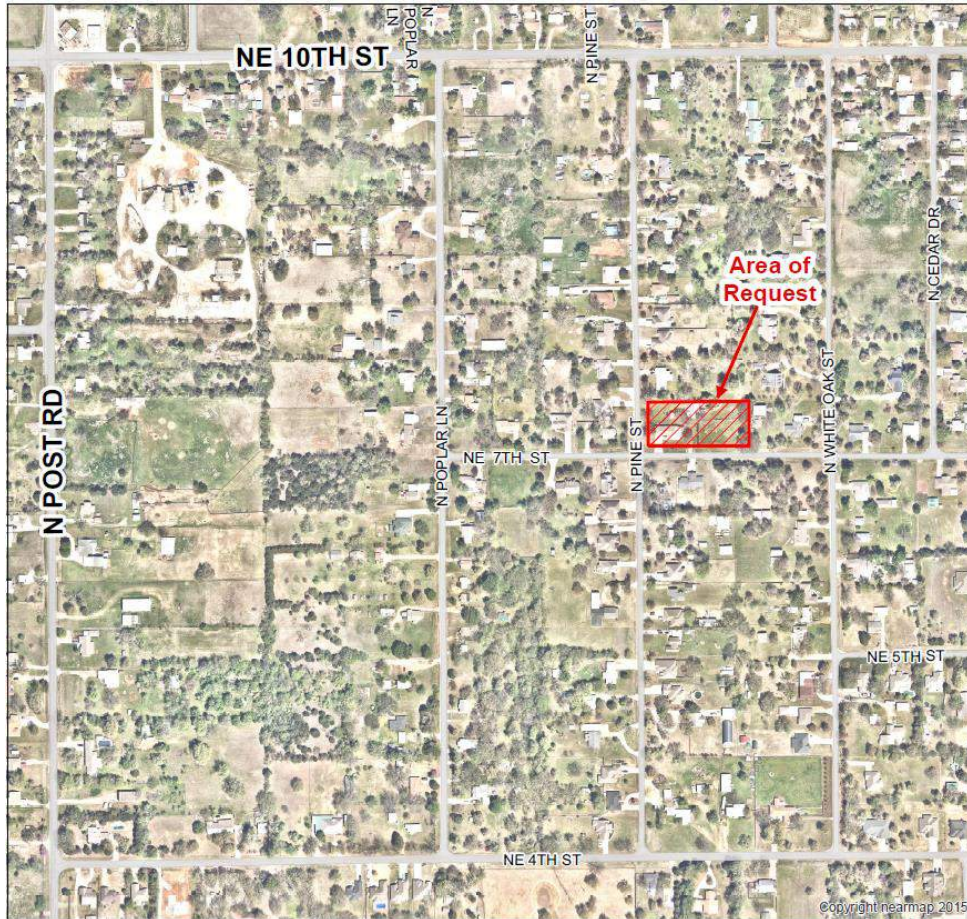
Council Ward: Ward 3, Councilmember Espaniola Bowen

Owner/Applicant: LEX LLC, Jeff Moore

Proposed Use: four (4) lots for single family homes

Size:

The area of request has a frontage along NE 7th Street of approximately 330 ft. and a depth of approximately 150 ft. along N. Pine Street, containing an area of approximately 1.14 acres.



Development Proposed by Comprehensive Plan:

Area of Request – LDR, Low Density Residential
North, South, East & West – LDR, Low Density Residential

Zoning Districts:

Area of Request – R-6, Single Family Residential
North, South, East and West– R-6, Single Family Residential

Land Use:

Area of Request – one single family residence



North, South, East and West – single family residences



Comprehensive Plan Citation:

Single-Family Detached Land Use

This use is representative of traditional single-family detached dwelling units. Of the residential categories, it is recommended that single-family detached land use continue to account for the largest percentage. The areas designated for single-family detached residential land uses are generally not adjacent to incompatible land uses, and are in proximity to existing single-family residential land use. The city should strive for a range of lot sizes to develop, and should reinforce this by providing a choice of several single-family zoning districts with various lot sizes in the Zoning Ordinance.

Municipal Code Citation:

38-21.1. Purpose

A Replat of all or a portion of a recorded Plat may be approved without vacation of the recorded Plat, if the Replat meets the following criteria:

The Replat is signed and acknowledged by the owners of the property being replatted; and

The Replat does not propose to amend or remove any covenants or restrictions previously incorporated in the recorded plat.

History:

1. The Plat of the Harper Addition was approved in 1933.
2. The original Lot 5, Block 1 of the Harper Addition has since been split. This is why this replat is for a part of Lot 5, Block 1.
3. The Planning Commission recommended approval of the replat but took no action on the requested waivers at the September 3, 2019 Planning Commission meeting.

Engineer's Comments:

Water Supply and Distribution

A six (6) inch public water main is located on the south side of N.E. 7th Street in the street right-of-way extending along the south side of the area of request. A six (6) inch public water main is located on the west side of North Pine Street in the street right-of-way extending along the west side of the area of request. Public water mains extend across the full frontage of the development. Water line improvements are not required as outlined in Municipal Code 43-32.

Sanitary Sewerage Collection and Disposal

An eight (8) inch public sewer main is located on the north side of N.E. 7th Street in the street right-of-way extending along the south side of the area of request. An eight (8) inch public sewer main is located on the east side of North Pine Street in the street right-of-way extending along the west side of the area of request. Sewer line improvements are not required as outlined in Municipal Code 43-109.

Streets and Sidewalks

Access to the area of request is available from N.E. 7th Street and North Pine Street. N.E. 7th Street and North Pine Street are classified as local roads in the 2008 Comprehensive Plan. N.E. 7th Street and North Pine Street are two (2) lane, uncurbed, asphalt concrete roadways. Current code requires a half street right-of-way width of twenty-five (25) feet from their centerlines and presently, N.E. 7th Street and North Pine Street have thirty (30) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

N.E. 7th Street and North Pine Street do not meet current code requirements for local roads and do not have sidewalks along the frontage of the area of request. Therefore, and as outlined in Municipal Code 38-59, the applicant has requested a waiver to the paving and sidewalk improvements along N.E. 7th Street and North Pine Street.

Action Required: Approve or reject the waiving of the public improvement requirements.

Drainage and Flood Control, Wetlands and Sediment Control

The area of request is developed with a single family residence. It slopes from the north west to the south east draining onto N.E. 7th Street. The bar ditches drain east down to the bar ditches constructed along Westminster Road. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0330H, dated December 12, 2009.

Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

Fire Marshal's Comments:

The property is required to meet and maintain the requirements of Midwest City Ordinances, Section 15.

Planning Comments:

The Replat of part of Lot 5, Block 1 of the Harper Addition will allow the owner to divide the existing lot into four (4) lots. Each lot is intended for one single family residence.

The proposed lots meet the minimum standard of 6,000 square feet. If this application is approved, the homes built on the lots must meet the requirements of the Zoning Ordinance including a minimum of 1,200 square feet, 85% masonry exterior materials (100% facing the street), maximum lot coverage of 40% and 7' side setbacks between the two lots.

The applicant has submitted a request to waive the half street and sidewalk improvements for this replat.

Regarding Major Subdivision Waivers, the Subdivision Regulations state:
38-59.3 (B) A Major Subdivision Waiver can only be approved by the Planning Commission with a 5/7 vote of the membership present.

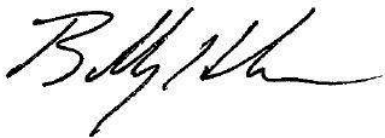
- (1) Appeal to the City Council of a Major Subdivision Waiver Decision – An appeal of the Major Subdivision Waiver may be considered by the City Council.

Staff recommends that the applicant be required to install the half street and sidewalk improvements.

With this information, the Council may approve the requested waivers or deny the requested waivers.

Approval of the Replat of a part of Lot 5, Block 1 of the Harper Addition and approval of waiver requests is at the discretion of the City Council.

Action Required: Approve or reject the Replat of a part of Lot 5, Block 1 of the Harper Addition located on the property as noted herein, and approve or reject waiver requests, subject to the staff comments found in the September 24, 2019 and October 22, 2019 agenda packets and made a part of PC-2017 file.



Billy Harless, AICP
Community Development Director
KG

The City of
MIDWEST CITY

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING DIVISION

William Harless, Community Development Director
Patrick Menefee, P.E., C.F.M., City Engineer

To : Kellie Gilles, Plans Review Manager

From : Patrick Menefee, City Engineer

Date : August 20th, 2019

Subject : Engineering staff comments for pc-2017 replat application

ENGINEERING STAFF CODE CITATIONS AND COMMENTS - PC-2017:

Water Supply and Distribution

A six (6) inch public water main is located on the south side of N.E. 7th Street in the street right-of-way extending along the south side of the area of request. A six (6) inch public water main is located on the west side of North Pine Street in the street right-of-way extending along the west side of the area of request. Public water mains extend across the full frontage of the development. Water line improvements are not required as outlined in Municipal Code 43-32.

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Streets and Sidewalks

Access to the area of request is available from N.E. 7th Street and North Pine Street. N.E. 7th Street and North Pine Street are classified as local roads in the 2008 Comprehensive Plan. N.E. 7th Street and North Pine Street are two (2) lane, uncurbed, asphalt concrete roadways. Current code requires a half street right-of-way width of twenty-five (25) feet from their centerlines and presently, N.E. 7th Street and North Pine Street have thirty (30) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

N.E. 7th Street and North Pine Street do not meet current code requirements for local roads and do not have sidewalks along the frontage of the area of request. Therefore, and as outlined in

Municipal Code 38-59, the applicant has requested a waiver to the paving and sidewalk improvements along N.E. 7th Street and North Pine Street.

Action Required: Approve or reject the waiving of the public improvement requirements or require the payment of their installation costs prior to the application for a final plat. The estimated cost of the improvements, submitted by the applicant's consultant engineer, is \$20,000. This was provided as total project cost, not as a detailed estimate as requested during the pre-application meeting. Using recent ODOT project costs, staff puts the cost of the improvements at \$55,000.

Drainage and Flood Control, Wetlands, and Sediment Control

The area of request is developed with a single family residence. It slopes from the north west to the south east draining onto N.E. 7th Street. The bar ditches drain east down to the bar ditches constructed along Westminster Road. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0330H, dated December 12, 2009.

Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.



Midwest City Fire Department

8201 E. Reno Avenue

Midwest City, OK 73110

Office 405.739.1340

Fax 405.739.1384

Re: PC-2017

PC-2017 is a request to replat a lot in the Harper Addition from one lot into 4 lots for single family residential development. The address is 10301 NE 7th. All of the proposed lots meet minimum requirements.

- The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15.

Duane Helmberger
Fire Marshal
Midwest City Fire Department

From: Ward 6 <ward6@midwestcityok.org>
To: Kellie Gilles; Jeff Moore
Date: 8/7/2019 6:42 PM
Subject: Re: Harper Addition Replat

Kellie, On the harper re-plat I would like to request a waiver on half street and sidewalk improvements. This has not been a requirement in the past and I don't believe it has been voted on per city Council so hopefully this is something that we will have a chance to talk further on in some future city Council meetings. Thanks, Jeff Moore

Sent from my iPad

> On Aug 7, 2019, at 1:13 PM, Kellie Gilles <KGilles@midwestcityok.org> wrote:
>
> planning on installing the required half street and sidewalk improvements or if you were going to request a waiver.

City Engineer's Estimate

Detailed Cost Estimate, Half Street Improvement and 4' Sidewalk

Length of Improvement	450
Width of widening	4

Pay Item	Description	Unit	QTY	Unit Price *		Note
1 202(H) 0185	Earthwork	LS	1	\$ 5,000.00	\$ 5,000.00	estimate by engineer
2 221(C)2801	Temporary Silt Fence	LF	150	\$ 2.53	\$ 379.50	1/3 of project length
3 230(A)2806	Solid Slab Sodding	SY	200	\$ 2.41	\$ 482.00	typical of sidewalk and curb projects
4 303(A) 2100	Aggregate Base, Type "A"	CY	33	\$ 43.06	\$ 1,435.33	6" of widened road according to MWC std
5 411(B) 5945	Superpave, Type S3 (PG 64-22 OK)	TON	56	\$ 67.38	\$ 3,773.28	5" of widened road according to MWC std
6 411(C) 5955	Superpave, Type S4 (PG 70-28 OK)	TON	73	\$ 80.17	\$ 5,836.38	2" top cap of entire 1/2 street width, MWC std
7 609(B) 1513	1'-8" Comb. Curb & Gutter (6" Barrier)	LF	450	\$ 19.43	\$ 8,743.50	length of project
8 610(A)0802	4" Concrete Sidewalk	SY	200	\$ 54.75	\$ 10,950.00	4' sidewalk length of project
9 619(C)0824	Sawing Pavement	LF	450	\$ 3.10	\$ 1,395.00	saw cut old asphalt to establish clean edge
10 805(D) 8756	Remove and Reset Existing Signs	EA	2	\$ 186.22	\$ 372.44	
11 880(J) 8905	Construction Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00	estimate by engineer
12 641 1552	Mobilization	LS	1	\$ 5,806.90	\$ 5,806.90	typical 13% of construction cost
13 642(B)0096	Construction Staking Level II	LS	1	\$ 1,301.02	\$ 1,301.02	typical 3% of construction cost

Subtotal \$ 50,475.35
 Contingency \$ 5,047.54
 Total \$ 55,522.89

* Price from ODOT average price <http://www.okladot.state.ok.us/contracts/avgprices/index.php> July 10, 2019

>>> Jon Doyle <jdoyle@cedarcreekinc.com> 8/29/2019 2:59 PM >>>

Itemized Cost Estimate:

Concrete sidewalk	183 SY \$ 10200
Concrete Paving	73 SY \$ 5000
Subgrade	256 SY \$ 4000
Total	\$ 19200

Applicants
Engineer's
Estimate

JON DOYLE, PE

405.650.5207

jdoyle@cedarcreekinc.com

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fcedarcreekinc.com&c=E,1,nC5773Lp_7H2kGJdB82UCx6xpMSaDXeIS7MJ4d7reV1__M2Ut8R0tAqE2bRU6YjgXnf0FzQU7ldq-MtRbzB1N1gqxHvuorRcu5t_5fEDnR-4FKhIOpggxLNLr1Qvb&typo=1

-----Original Message-----

From: Jon Doyle

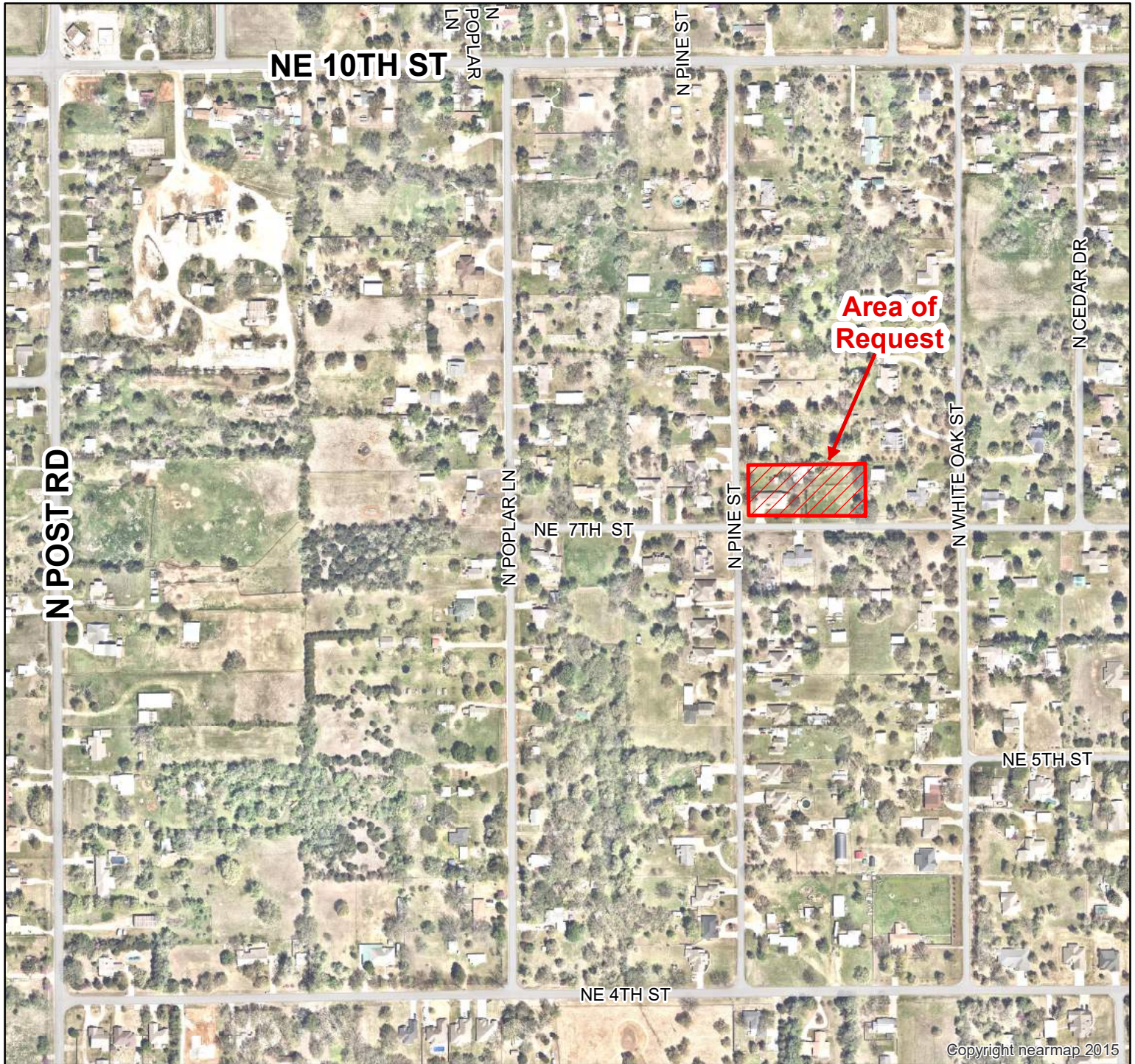
Sent: Thursday, August 22, 2019 4:00 PM

To: 'Patrick Menefee' <PMenefee@MidwestCityOK.org>

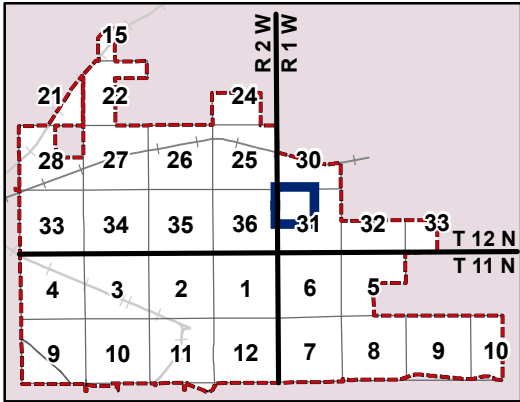
Subject: RE: Harper Preliminary Plat

Hi Patrick,

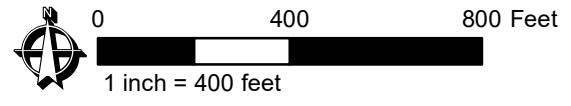
For 330 feet of street and sidewalk, I'm getting a little more than \$20,000. Let me know if you need anything else. Thanks.



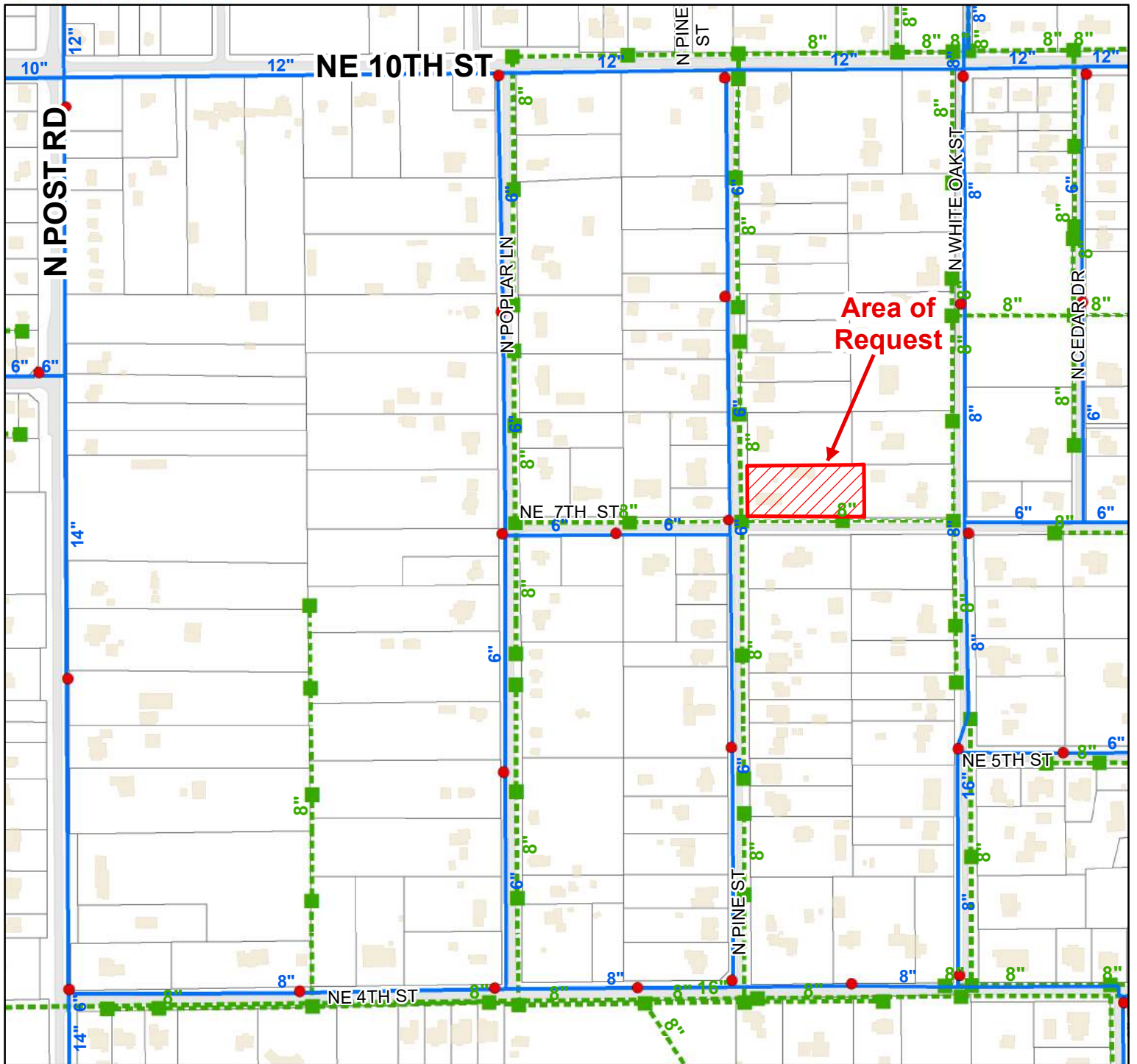
Locator Map



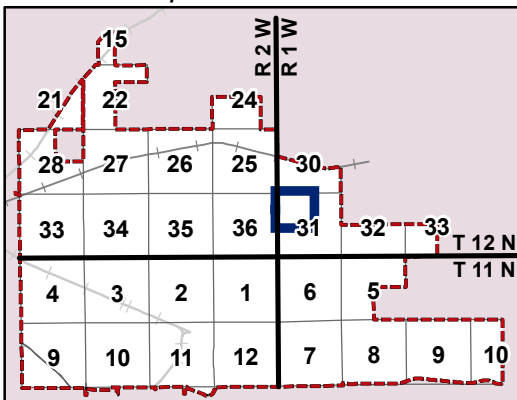
**2019 NEARMAP AERIAL VIEW FOR
PC-2017
(NW/4, Sec. 31, T12N, R1W)**



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Locator Map



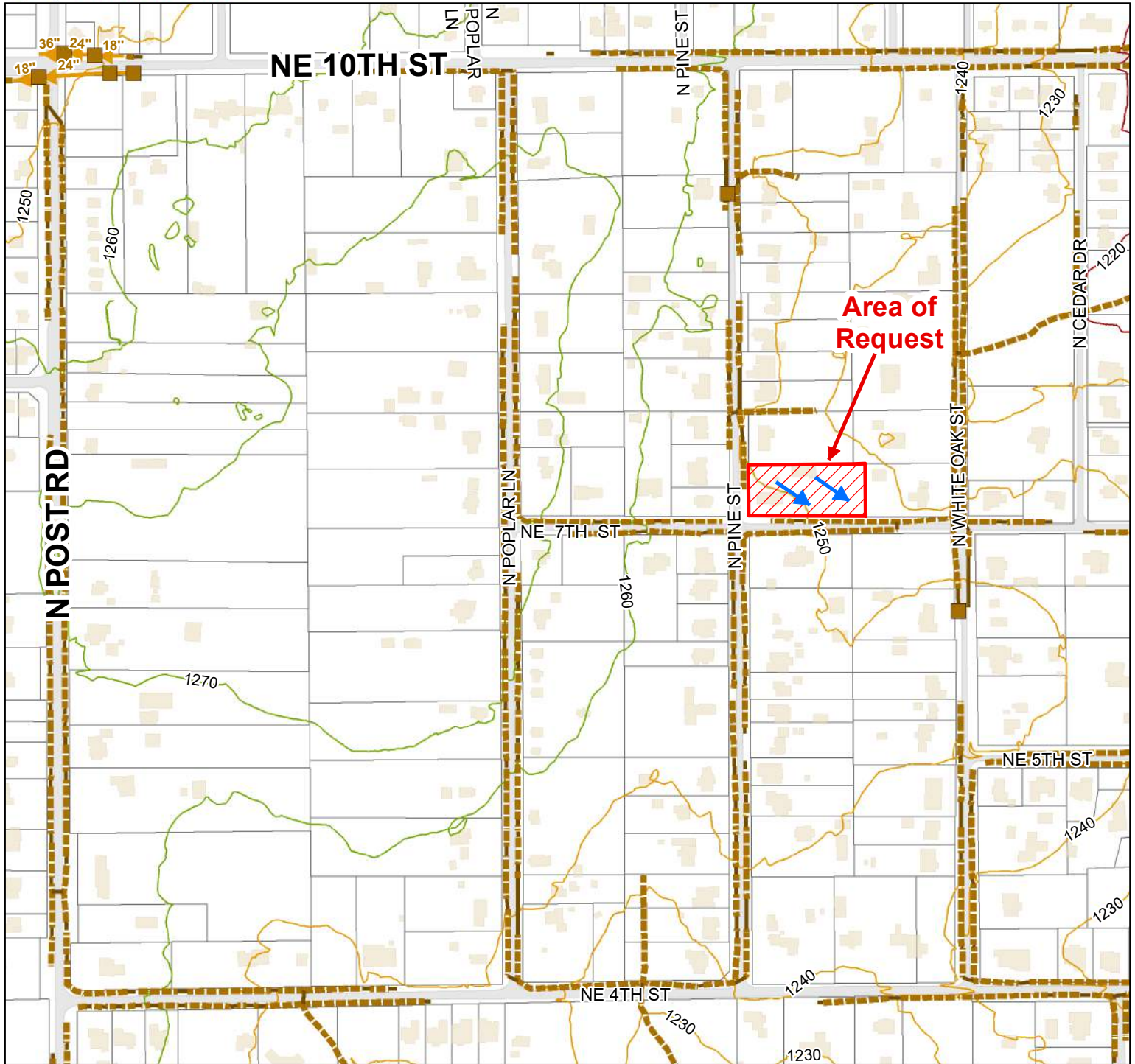
Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - - - OKC Cross Country
 - - - Sooner Utilities
 - - - Thunderbird
 - - - Unknown
- Sewer Manholes
- - - Sewer Lines

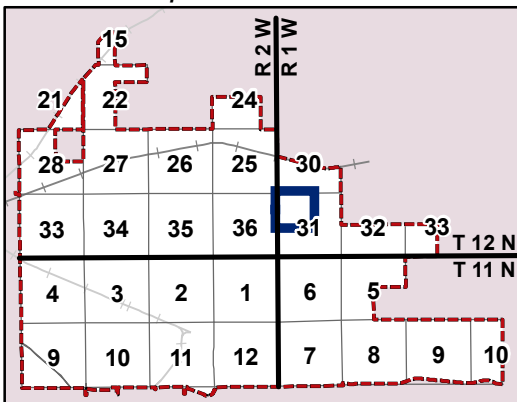
**WATER/SEWER LINE
LOCATION MAP FOR
PC-2017
(NW/4, Sec. 31, T12N, R1W)**



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Locator Map



- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

2009 FEMA Floodplains

- 500-yr floodplain
- 100-yr floodplain
- 2009 FEMA Floodway

**DRAINAGE
LOCATION MAP FOR
PC-2017
(NW/4, Sec. 31, T12N, R1W)**



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The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Brandon Bundy, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: October 22, 2019

Subject: (PC-2021) Public hearing with discussion and consideration of an ordinance to redistrict from C-3, Community Commercial to SPUD, Simplified Planned Unit Development, governed by the C-3, Community Commercial and C-4, General Commercial districts, subject to staff comments, for the property addressed as 6308 E. Reno Ave.

Executive Summary: The structure at 6308 E. Reno Ave. is a multi-tenant commercial building and currently houses a medical marijuana dispensary which is an allowable use in the C-3, Community Commercial district. This request is to rezone the property to a Simplified Planned Unit Development, SPUD, governed by the C-3, Community Commercial and C-4, General Commercial districts. The only C-4 use allowed per the SPUD would be that of commercial marijuana grow. Staff met with the applicant in April of 2019 to discuss the possibility of rezoning this property to allow the use of commercial marijuana grow as this use is not allowed in the C-3 district. The Midwest City Council adopted an ordinance creating the use of commercial marijuana grow and setting forth the allowable zoning districts for the use which are C-4, General Commercial, I-1, Light Industrial, I-2, Moderate Industrial and I-3, Heavy Industrial. At the time of the pre-application meeting, no applications to rezone property for marijuana grow had been reviewed by the Planning Commission and City Council. Since that time, two (2) rezoning applications for marijuana grow/processing have been heard. The one for grow was heard in July 2019 and denied, in part, due to the proximity of the location to residential property. In the ordinance creating the use of commercial marijuana grow, staff set forth the allowable districts for grow as the C-4, I-1, I-2 and I-3 districts as these are typically buffered from residential properties. The area of request abuts two (2) single family residential properties to the south and southwest. Staff notified the applicant at the time of application submittal and twice by email on September 4 and September 17 of the concerns with having a commercial marijuana grow operation abutting residential properties. Prior to the Planning Commission meeting staff had not received a response to the emails. Action is at the discretion of the Planning Commission and City Council. The Planning Commission recommended approval of this item October 1, 2019.

Dates of Hearing: Planning Commission – October 1, 2019
City Council – October 22, 2019



Applicant: Grail Pendarvis

Owner: Cary B Davis

Proposed Use: marijuana grow facility

Size:

The area of request contains approximately 115' of frontage on E. Reno Ave. and contains an area of approximately .58 acres.

Zoning Districts:

Area of Request – C-3, Community Commercial

North – R-HD, High Density Residential

South – R-6, Single Family Residential

West – C-3, Community Commercial

East – C-1, Restricted Commercial District

Land Use:

Area of Request – Firehouse Farms Dispensary

North – Meadowood Village Apartments



South – Single family homes



East – Commercial uses



West – Commercial uses



Comprehensive Plan Citation:

Commercial

Areas designated for commercial land use are intended for a variety of commercial uses and establishments with outside storage, display and sales. Examples of such uses include automobile-related services, manufactured home sales, self-storage units, welding shops, and pawnshops. Commercial uses often located along major thoroughfares not because they need the visibility, as retail uses generally do, but because they need the accessibility. The challenge lies in the face that commercial uses often have a greater need for outside storage areas and these areas tend to lessen the visual quality of major thoroughfares.

Municipal Code Citation:

2.26 SPUD, Simplified Planned Unit Development

2.26.1. General Description

The simplified planned unit development, herein referred to as SPUD, is a special Zoning district that provides an alternate approach to conventional land use controls to produce unique, creative, progressive or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed as one unit according to a master development plan map.

The SPUD is subject to special review procedures and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.26.2 Intent and Purpose

The intent and purpose of the simplified planned unit development provisions are to ensure:

(A) Innovative development

Encouraging innovative development and protect the health, safety and welfare of the community.

(B) Efficient use of land

Encourage efficient use of land, facilitate economic arrangement of buildings and circulation systems;

(C) Appropriate limitations and compatibility

Maintain appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.

History:

1. PC-531 (1981) – Council approved a rezone to C-3, Community Commercial.
2. PC-1676 (2008) – Council approved a Special Use Permit to allow the use of Participant Recreation and Entertainment: Indoor, alcoholic beverages and low-point beer permitted in the C-3, Community Commercial District.
3. The Planning Commission recommended approval of this item October 1, 2019.

Staff Comments:

Engineer's report:

Note: This application is a rezoning for an existing business to a SPUD. No engineering improvements are required with this application.

Water Supply and Distribution

A six (6) inch public water main is located on the south side of East Reno Avenue in the street right-of-way extending along the north side of the area of request. Public water mains extend along the full frontage of this property, therefore water line improvements are not required as outlined in Municipal Code 43-32.

Sanitary Sewerage Collection and Disposal

An eight (8) inch public sewer main is located on the south side of East Reno Avenue in the street right-of-way extending along the north side of the area of request. The public sewer main is accessible and existing facility is connected to the city sewer main, sewer line improvements are not required as outlined in Municipal Code 43-109.

Streets and Sidewalks

Access to the area of request is available from East Reno Avenue. East Reno Avenue is classified as a primary arterial in the 2008 Comprehensive Plan. East Reno Avenue is a four (4) lane, medianed, curbed, asphalt concrete roadway.

Current code requires a total street right-of-way width of one hundred twenty (120) feet for primary arterials and presently, East Reno Avenue has one hundred forty (140) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

Street improvements are not required with this application.

Sidewalk is not required with this application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage serving the area of request is done by East Reno Avenue's gutters and underground drainage system. Currently, the area of request is fully developed with a commercial business and surface parking. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0310H, dated December 12, 2009.

Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

Fire Marshal's report:

The Fire Marshal has reviewed this application. The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15.

Plan Review Comments:

As mentioned in the Executive Summary, staff met with the applicant in April of 2019 to discuss this application. Staff had not heard from the applicant again until the application was submitted.

The Zoning Ordinance was updated in late 2018 after Oklahoma voters approved a measure to legalize medical marijuana in the State. Use unit classifications were created for commercial marijuana grow and processing. The use of commercial marijuana grow was approved as an allowable use in the C-4, General Commercial, I-1, Light Industrial, I-2, Moderate Industrial and I-3, Heavy Industrial zoning districts. These were approved as the allowable zoning districts as they are typically buffered from single-family residential districts.

In July of 2019, the City Council denied a request to rezone part of a parcel to C-4 to possibly allow the use of commercial marijuana grow. There was discussion about the proximity of the building to be used for commercial marijuana grow to the adjacent residential structure.

If this request is approved, staff would recommend that the applicant meet with the Chief Building Official and Fire Marshal to ensure that all equipment to be used as part of the growing process meets current building, electrical and fire codes.

A master development plan is not required as the structure is already existing and there are no plans to expand or change the existing structure.

Action is at the discretion of the City Council.

Action Required:

Approve or reject the ordinance to redistrict to SPUD for the property as noted herein, subject to staff's comments as found in the October 22, 2019 agenda packet and made a part of PC-2021 file.

A handwritten signature in black ink, appearing to read "Billy Harless". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Billy Harless,
Community Development Director

KG

The City of
MIDWEST CITY

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING DIVISION

William Harless, Community Development Director
Patrick Menefee, P.E., C.F.M., City Engineer

To : Kellie Gilles, Plans Review Manager

From : Patrick Menefee, City Engineer

Date : September 18th, 2019

Subject : Engineering staff comments for pc-2021 rezoning application

ENGINEERING STAFF CODE CITATIONS AND COMMENTS - PC-2021:

Note: This application is a rezoning for an existing business to a SPUD. No engineering improvements are required with this application.

Water Supply and Distribution

A six (6) inch public water main is located on the south side of East Reno Avenue in the street right-of-way extending along the north side of the area of request. Public water mains extend along the full frontage of this property, therefore water line improvements are not required as outlined in Municipal Code 43-32.

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Streets and Sidewalks

Access to the area of request is available from East Reno Avenue. East Reno Avenue is classified as a primary arterial in the 2008 Comprehensive Plan. East Reno Avenue is a four (4) lane, medianed, curbed, asphalt concrete roadway. Current code requires a total street right-of-way width of one hundred twenty (120) feet for primary arterials and presently, East Reno Avenue has one hundred forty (140) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

Street improvements are not required with this application.

Sidewalk is not required with this application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage serving the area of request is done by East Reno Avenue's gutters and underground drainage system. Currently, the area of request is fully developed with a commercial business and surface parking. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0310H, dated December 12, 2009.

Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING DIVISION

Simplified Planned Unit Development

The following is to be used if the request is for a Simplified Planned Unit Development. If this request is not for a Simplified Planned Unit Development, do not complete the next 2 pages.

This document serves as the DESIGN STATEMENT and fulfills the requirement for the SPUD. The Special Development Regulations section of the form must be completed in its entirety. If the applicant proposes additional, more restrictive, design criteria than established in the Special Development Regulations, please elaborate under Other Development Regulations.

A. Special Development Regulations

- List of the owners and/or developers: Geoff Pendarvis, Jermell Sherman,
Gregory Pendarvis
- Please list the adjoining land uses, both existing and proposed.
North: _____
South: open field / residential
East: Laundromat / commercial
West: Eye care center / commercial
- Please list the use or uses that would be permitted on the site. Small Batch
Medical Marijuana Grow
- This site will be developed in accordance with the Development Regulations of the _____
(350) zoning district.
- Please list all applicable special development regulations or modified regulations to the base zoning district: None - C4 use of Medical Marijuana
growth
- Please provide a statement of the existing and proposed streets, including right-of-way standards and street design concepts: Reno Ave
- Please describe the physical characteristics of the following:
Sight-proof screening proposed: Privacy Fencing, blocking separating
The front from the back
Landscaping proposed: None



The City of
MIDWEST CITY
 COMMUNITY DEVELOPMENT DEPARTMENT
 CURRENT PLANNING DIVISION

Signs proposed: ① Business Sign

Area of open space proposed: _____

Proposed access points: front Drive

Drainage information: Existing

8. Existing or proposed building size: 4500 sq ft

Maximum building height: 15 ft

Number of existing or proposed buildings: 1

Building setbacks – Front: _____

Sides: _____

Rear: _____

9. Please provide a description of the proposed sequence of development.

Receive SPUD, ~~SPUD~~ out fit carbon filters,
Fence the back parking lot.

B. Other Development Regulations

Please list any other amenities or controls included in the SPUD: None

C. Master Plan Map (attached)

Exhibit A: _____

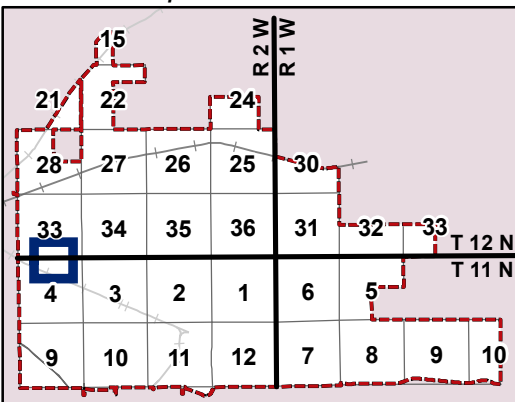
This site will be developed in accordance with the Master Development Plan Map as submitted to the City of Midwest City for approval in conjunction with this request.

Signature [Handwritten Signature]

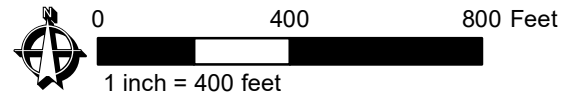
Date 5-30-19



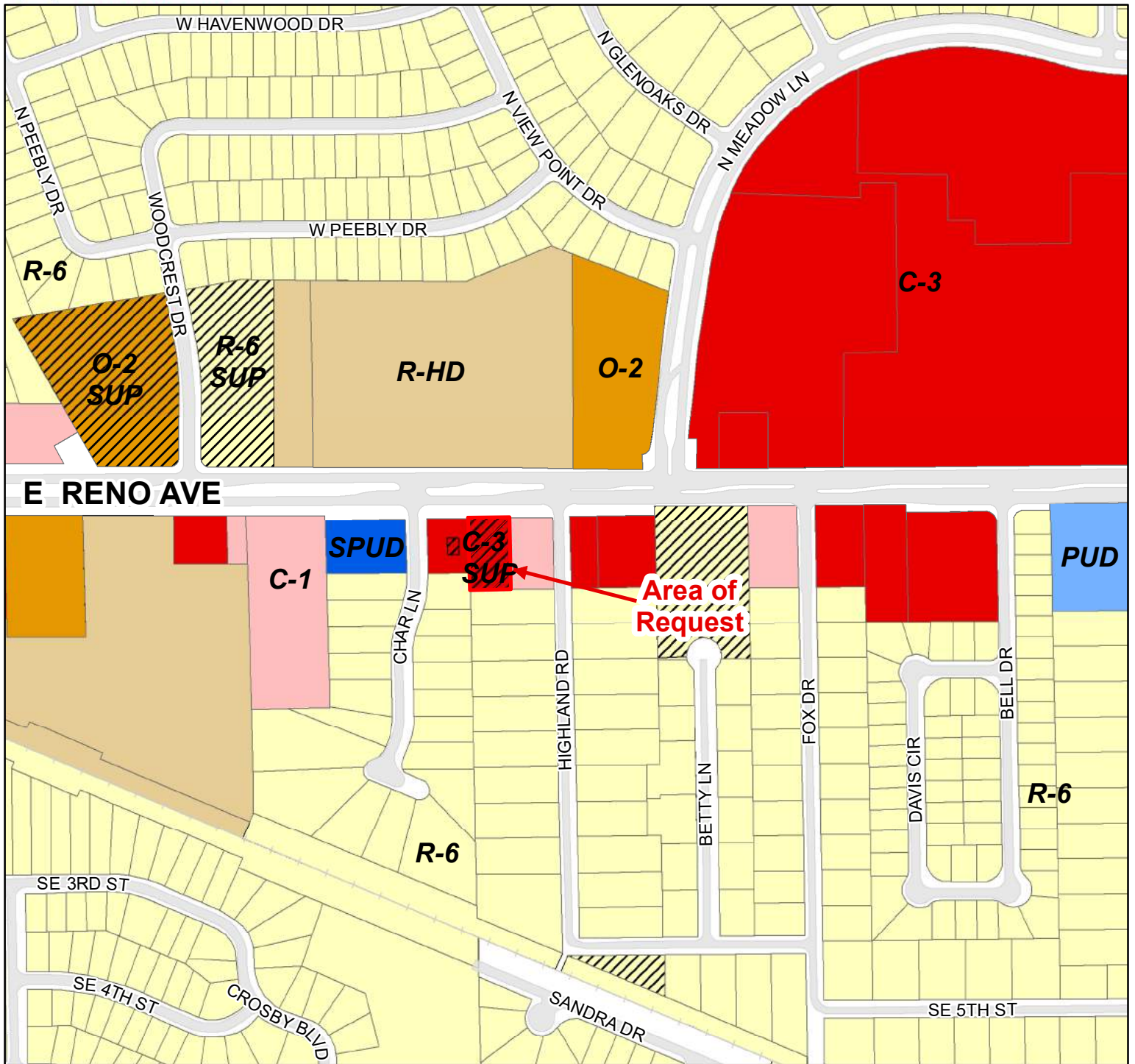
Locator Map



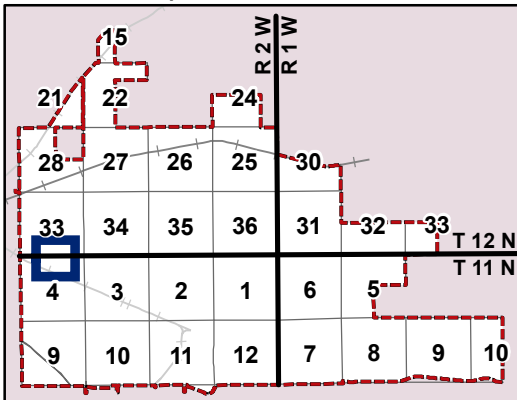
**2019 NEARMAP AERIAL VIEW FOR
PC-2021
(NE/4, Sec. 4, T11N, R2W)**



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Locator Map



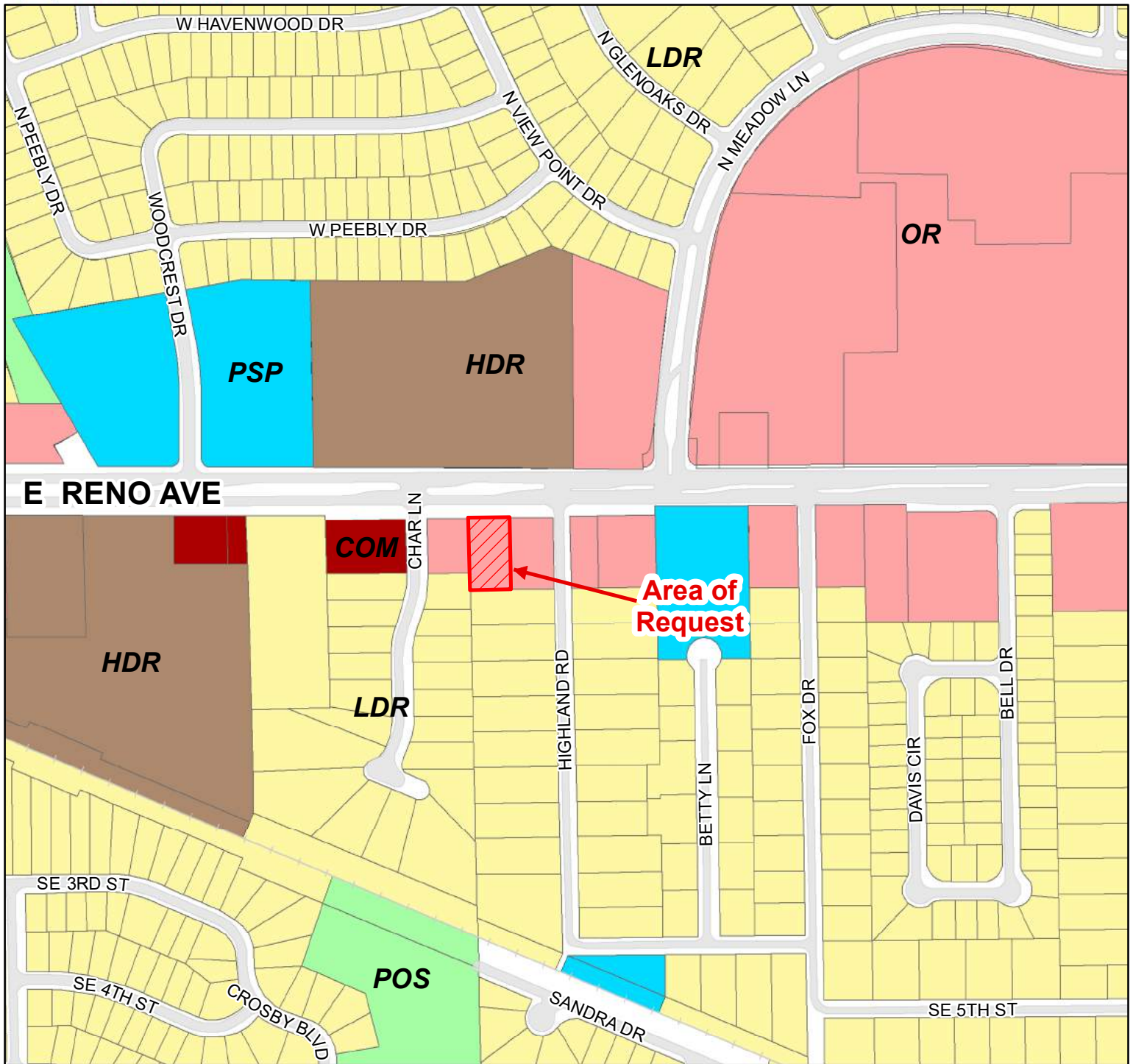
Current Zoning Legend

A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-3	O-2 SUP	R-HD SUP
C-3 SUP	R-6	R-MH-1
C-4	R-6 SUP	R-MH-2
C-4 SUP	R-8	PUD
I-1	R-10	SPUD
I-2	R-22	HOS
		HOS SUP

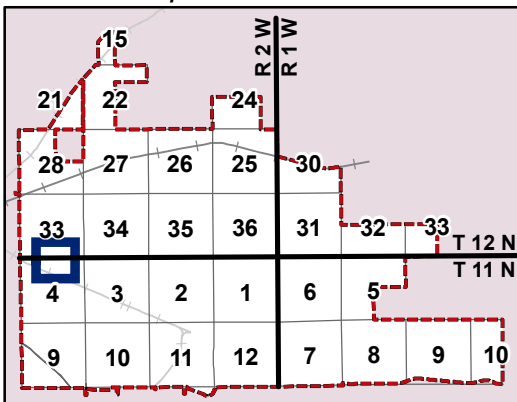
**ZONING MAP FOR
PC-2021
(NE/4, Sec. 4, T11N, R2W)**



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Locator Map

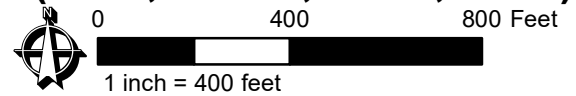


Future Land Use Legend

- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

FUTURE LAND USE MAP FOR PC-2021

(NE/4, Sec. 4, T11N, R2W)



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1 **PC-2021**

2 **ORDINANCE NO. _____**

3 **AN ORDINANCE RECLASSIFYING THE ZONING DISTRICT OF THE PROPERTY**
4 **DESCRIBED IN THIS ORDINANCE TO SPUD, SIMPLIFIED PLANNED UNIT DE-**
5 **VELOPMENT, AND DIRECTING AMENDMENT OF THE OFFICIAL ZONING DIS-**
6 **TRICT MAP TO REFLECT THE RECLASSIFICATION OF THE PROPERTY’S ZON-**
7 **ING DISTRICT; AND PROVIDING FOR REPEALER AND SEVERABILITY**

8 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

9 **ORDINANCE**

10 **SECTION 1.** That the zoning district of the following described property is hereby reclassified
11 to SPUD, Simplified Planned Unit Development, subject to the conditions contained in the PC-
12 2021 file, and that the official Zoning District Map shall be amended to reflect the reclassifica-
13 tion of the property’s zoning district as specified in this ordinance:

14 Lot 22 of the Wolfes Highland Gardens Addition – located within the NE/4 of Section 4,
15 T11N, R2W, Midwest City, OK

16 **SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are
17 hereby repealed.

18 **SECTION 3. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is
19 for any reason held to be invalid, such decision shall not affect the validity of the remaining por-
20 tions of the ordinance.

21 **PASSED AND APPROVED** by the Mayor and Council of the City of Midwest City, Oklahoma,
22 on the _____ day of _____, 2019.

23 **THE CITY OF MIDWEST CITY, OKLA-**
24 **HOMA**

25 _____
26 **MATTHEW D. DUKES II, Mayor**

27 **ATTEST:**

28 _____
29 **SARA HANCOCK, City Clerk**

30 **APPROVED** as to form and legality this _____ day of _____, 2019.

_____ **HEATHER POOLE, City Attorney**



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Brandon Bundy, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Planning Manager
COMPREHENSIVE PLANNING
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: October 22, 2019

Subject: (PC – 2022) Public hearing with discussion and consideration approving an ordinance to amend the Soldier Creek Industrial Park (SCIP) Planned Unit Development governed by the C-4, General Commercial district and I-2, Moderate Industrial district for the property described as a part of the NE/4 of Section 27, T-12-N, R-2-W, of the Indian Meridian, Oklahoma County, OK.

Executive Summary

This PUD Amendment is being requested in order to allow staff to better market the site for future development. The amendment includes adding four (4) allowable uses in Phase I and creating smaller lots with minimum frontages per the Zoning Ordinance. The additional allowable uses proposed in Phase 1 are construction sales and services, participant recreation and entertainment: Indoor, alcoholic beverages permitted, light industrial-restricted and light industrial. These uses are being requested to be allowed within Phase 1 due to potential prospects that have inquired about locating in SCIP. The other amendment involves creating several, 100' wide lots. This will allow flexibility for prospects to determine how much land they will need for their business. The City does not have restrictions against building over lot lines so long as there is not an easement. The final amendment is regarding signage. As additional lots are being proposed along NE 23rd Street, the PUD was amended to state that one monument sign is allowed per tenant rather than by parcel. Staff recommends approval.

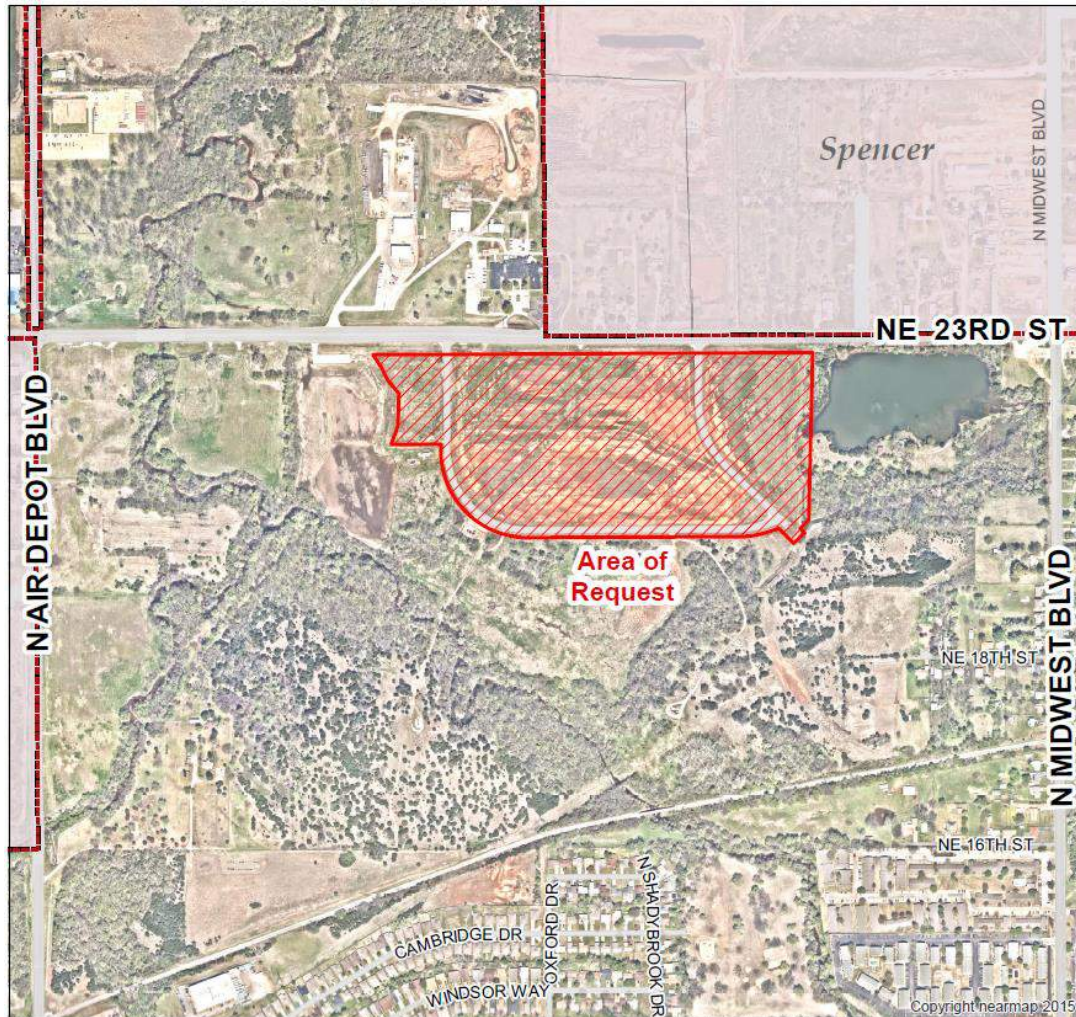
Dates of Hearing: Planning Commission – October 1, 2019
City Council – October 22, 2019

Council Ward:
Ward 5 – Christine C. Price Allen

Owner/Applicant: Midwest City Utilities Authority Public Trust

Proposed Use: Commercial and Industrial Park

Size:
The area of request has a frontage along NE 23rd Street of approximately 2274.30 feet, containing an area of 37.07 acres, more or less.



Zoning Districts:

Area of Request – PUD

North and East – A-1, Agriculture

South – A-1, Agriculture, and R-6, Single-Family Detached Residential

West – I-1, Light Industrial

Land Use:

Area of Request – Vacant

North – Oklahoma County Training Facility

South, East and West – Vacant

Municipal Code Citation:

2.25 PUD, Planned Unit Development

2.25.1 General Provisions

The planned unit development, herein referred to as PUD, is a special zoning district category that provides an alternate approach to conventional land use controls to produce unique, creative, progressive, or quality land developments.

The PUD may be used for particular tracts or parcels of land that are under common ownership and are to be developed as one unit according to a master development plan.

The PUD is subject to special review procedures within the PUD application and review and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.25.2 Intent and Purpose

The intent and purpose of the PUD provisions are as follows:

(A) Innovative land development

Encourage innovative land development while maintaining appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.

(B) Flexibility within developments

Permit flexibility within the development to maximize the unique physical features of the particular site.

(C) Efficient use of land

Encourage efficient use of land, facilitate economic arrangements of buildings and circulation systems, and encourage diversified living environments and land uses.

(D) Function, design and diversity

Achieve a continuity of function and design within the development and encourage diversified living environments and land uses.

(E) Modifications to development requirements

Provide a vehicle for negotiating modifications in standard development requirements in order to both encourage innovative development and protect the health, safety and welfare of the community.

History:

1. This area was rezoned on May 22, 2012 to a PUD governed by the I-2, Moderate Industrial and C-4, General Commercial Districts (PC-1766).
2. Council approved a preliminary plat for this area on November 22, 2016 (PC-1888).
3. Council approved a final plat for this area on June 26, 2018 (PC-1954).
4. Planning Commission recommended approval of this item October 1, 2019.

Staff Comments:

Engineering Comments:

Note: This application is to amend the PUD governing the Soldier Creek Industrial Park. No engineering improvements are required with this application.

Water Supply and Distribution

A twelve (12) inch public water main is located on the south side of N.E. 23rd Street in the street right-of-way extending along the north side of the area of request. An eight (8) public water main also extends along the frontage of the future public road that will service the site. Public water mains extend along the full frontage of this property, therefore water line improvements are not required as outlined in Municipal Code 43-32.

Sanitary Sewerage Collection and Disposal

A ten (10) inch public sewer main is located in a dedicated public utility easement bisecting the site from the west to the east. The public sewer main is accessible and ready to service the site, sewer line improvements are not required as outlined in Municipal Code 43-109.

Streets and Sidewalks

Access to the area of request is available from N.E. 23rd Street. N.E. 23rd Street is classified as a primary arterial in the 2008 Comprehensive Plan. N.E. 23rd Street is a five (5) lane, uncurbed, asphalt concrete roadway. N.E. 23rd Street is also classified as State Highway 62 and is under the supervision of O.D.O.T. Any potential road project adding curb or adding drainage improvements along the site's frontage will be under their authority.

Current code requires a total street right-of-way width of one hundred twenty (120) feet for primary arterials and presently, N.E. 23rd Street has one hundred twenty (120) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

Street improvements are not required with this application.

Sidewalk is not required with this application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage serving the area of request is done by N.E. 23rd Street's bar ditches and underground drainage system. It also drains overland west to Soldier Creek. Currently, the area of request is undeveloped. The area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0310H, dated December 12, 2009. All future development must be completed as outlined in Chapter 13 of the Municipal Code.

Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

Fire Marshal's Comments:

The Fire Marshal has reviewed this proposed PUD. The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15.

Economic Development Director Comments:

The Soldier Creek Industrial Park ("SCIP") Preliminary Plat was designed with the understanding we could custom tailor lot sizes as needed to fit any prospect's demands. As you know, resurveying the property and getting another plat through the review process takes considerable time. We feel marketing the property may be easier if the path to Closing was a bit clearer.

We are therefore proposing the SCIP Final Plat to feature a large inventory of smaller lots with the minimum frontages necessary to comply with our design standards. This will still allow greater flexibility in site planning in addition to eliminating one more hurdle in the development process.

Plan Comments:

The area was zoned to a PUD for the Soldier Creek Industrial Park (SCIP) in 2012. Since that time much of the required infrastructure has been installed and the City has had many inquiries about potential businesses wanting to locate within the park.

As noted in the executive summary, the proposed amendments will provide for greater flexibility for prospects considering locating within the Soldier Creek Industrial Park. The original PUD stated that Phase I targets future commercial and light industrial business. Allowing the uses of construction sales and services, participant recreation and entertainment: indoor, alcoholic beverages permitted, light industrial-restricted and light industrial are consistent with the intent of the original PUD.

Creating several, smaller lots within the park will allow for greater flexibility in that prospects can decide how much land they will need to satisfy their needs. This will prevent the need for replats in the future. Staff recommends that cross access between all lots be required.

Regarding signage, the original PUD stated that free-standing signs would be allowed per parcel according to the Midwest City Sign Ordinance. As this amendment is creating many lots to allow for flexibility to suit the needs of potential tenants, staff is requesting that each tenant be allowed one monument sign, regardless of the number of parcels their business encompasses. The monument signs are limited to a maximum height of 7'4" and a maximum surface area of 80 square feet. This is similar to other multi-tenant developments in the City. The PUD states that multi-tenant signs will be allowed at both of the main entrances from NE 23rd Street. Staff recommends that this language regarding the multi-tenant signs remain unchanged.

No other changes from the original PUD are requested. The remaining information below is copied from the original PUD.

This proposed Planned Unit Development is entitled the Soldier Creek Industrial Park. A portion for the funding to hire the engineers and planners to develop the design and concept of the PUD was from a grant promoting the economic growth of the area. That grant requires that any development funded by its monies increase the opportunities for the growth of small businesses and the blue collar labor force in the area.

Phase 1 of this proposal targets the future commercial and light industrial growth of business along the frontage of NE 23rd Street in this area. It encompasses approximately 37.29 acres, more or less.

Each building developed in this area will be free-standing and situated in a campus – like setting with parking and landscaping to serve each building, however common and shared parking / access will be encouraged to aid in reducing the number of curb cuts along NE 23rd Street. When curb cuts along NE 23rd Street are needed, a separation of 150 ft between each shall be required.

The building architecture shall require that buildings housing commercial uses shall have an exterior of at least 80% masonry and buildings housing industrial uses shall have an exterior of at least 60% masonry.

All utilities will be provided to service all structures.

Access into the site will be provided by two curb cuts from NE 23rd Street, a 5 lane arterial, for a new looped public street. Individual curb cuts into the properties may be permitted but, as noted earlier, a separation of 150 ft is required.

Provisions are made in the Design Statement for protection of the nearby residence located near the southeast portion of the site. Items include use of landscape screening, distance requirements for any outdoor storage or materials, low level lighting, etc.

Along the area paralleling Soldier Creek, a walking trail in compliance with the adopted Trails Master Plan will be provided. This area can provide a park-like setting for employees to utilize.

As noted within the Design Statement, several uses within the C-4 and I-2 districts have been excluded from development in the area. It is staff's vision to have the frontage along NE 23rd Street develop in more of a commercial nature while the moderate industrial uses and more unsightly and intense commercial uses to be located behind the commercial development.

As to requested variances for this development, all the drainage improvements are proposed to occur with the use of grass lined channels; the improvements to Soldier Creek will be made to keep the creek in as natural state as much as possible. (Since approval of the original PUD, the street bisecting the park has been paved)

The site is identified as Commercial and Industrial in the 2008 Comprehensive Plan and a large portion of the funding for this development is through a grant to promote the economic growth of the area. It is believed that because of the relative isolation of the area from large concentrations of residential developments, the proposed development would be beneficial to the area.

If this zoning amendment is approved, staff will need to present a revised preliminary plat for approval by the Planning Commission and City Council. This will be necessary as the lot dimensions will be changing.

Staff recommends approval.

Action Required: Approve or reject an ordinance to amend the Planned Unit Development for the property noted in this report and subject to staff's comments as found in the October 22, 2019, agenda packet, and as noted in PC – 2022 file.

A handwritten signature in black ink, appearing to read "Billy Harless". The signature is fluid and cursive, with a long horizontal stroke at the end.

Billy Harless, AICP
Community Development Director

KG

The City of
MIDWEST CITY

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING DIVISION

William Harless, Community Development Director
Patrick Menefee, P.E., C.F.M., City Engineer

To : Kellie Gilles, Plans Review Manager

From : Patrick Menefee, City Engineer

Date : September 18th, 2019

Subject : Engineering staff comments for pc-2022 rezoning application

ENGINEERING STAFF CODE CITATIONS AND COMMENTS - PC-2022:

Note: This application is to amend the PUD governing the Soldier Creek Industrial Park. No engineering improvements are required with this application.

Water Supply and Distribution

A twelve (12) inch public water main is located on the south side of N.E. 23rd Street in the street right-of-way extending along the north side of the area of request. An eight (8) public water main also extends along the frontage of the future public road that will service the site. Public water mains extend along the full frontage of this property, therefore water line improvements are not required as outlined in Municipal Code 43-32.

Sanitary Sewerage Collection and Disposal

A ten (10) inch public sewer main is located in a dedicated public utility easement bisecting the site from the west to the east. The public sewer main is accessible and ready to service the site, sewer line improvements are not required as outlined in Municipal Code 43-109.

Streets and Sidewalks

Access to the area of request is available from N.E. 23rd Street. N.E. 23rd Street is classified as a primary arterial in the 2008 Comprehensive Plan. N.E. 23rd Street is a five (5) lane, uncurbed, asphalt concrete roadway. N.E. 23rd Street is also classified as State Highway 62 and is under the supervision of O.D.O.T. Any potential road project adding curb or adding drainage improvements along the site's frontage will be under their authority.

Current code requires a total street right-of-way width of one hundred twenty (120) feet for primary arterials and presently, N.E. 23rd Street has one hundred twenty (120) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

Street improvements are not required with this application.

Sidewalk is not required with this application.

Drainage and Flood Control, Wetlands, and Sediment Control

Drainage serving the area of request is done by N.E. 23rd Street's bar ditches and underground drainage system. It also drains overland west to Soldier Creek. Currently, the area of request is undeveloped. The area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0310H, dated December 12, 2009. All future development must be completed as outlined in Chapter 13 of the Municipal Code.

Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

From: Robert Coleman <rcoleman@midwestcityok.org>
To: Kellie Gilles
CC: Billy Harless
Date: 9/18/2019 10:49 PM
Subject: Re: SCIP PUD

Dear Mayor Dukes, Planning Commission Chairman Greil and the Community Development Department Staff:

The Soldier Creek Industrial Park ("SCIP") Preliminary Plat was designed with the understanding we could custom tailor lot sizes as needed to fit any prospect's demands. As you know, resurveying the property and getting another plat through the review process takes considerable time. We feel marketing the property may be easier if the path to Closing was a bit clearer.

We are therefore proposing the SCIP Final Plat to feature a large inventory of smaller lots with the minimum frontages necessary to comply with our design standards. This will still allow greater flexibility in site planning in addition to eliminating one more hurdle in the development process.

Please contact my office at (405) 739-1218 with any question.

Thank you for your time and consideration.

Sincerely,

Robert Coleman
Director of Economic Development

Sent from my iPad

Design Statement for:

**The Soldier Creek Industrial Park
(SCIP)**

Located in 7900 Block of NE 23rd Street

Midwest City, Oklahoma

April 26, 2012
Amended
October 22,
2019

Prepared by:

MWC Community Development Dept.

1

B-7-15

Section 1. This development shall be titled as the NE 23rd Soldier Creek Industrial Park – SCIP.

Section 2. The owner of the property is the Midwest City Utilities Authority, whose mailing address is 100 N. Midwest Blvd., Midwest City Oklahoma 73110.

Section 3. This site, being 166.7 acres, is located in the 7500 block of NE 23rd Street, roughly in the middle of the mile. It is ideal for the development as an industrial park facility as it is served by a 5 lane arterial street (NE 23rd) and abuts an existing / active rail way right-of-way that can be easily extended into and throughout the development area. City water and sewer services are located within the site and will be extended as needed for domestic and fire protection purposes.

The entire area will be governed by the C-4, General Commercial and the I-2, Moderate Industrial districts as they exist in the MWC Zoning Codes, with the additions and exclusions as noted herein..

The site is impacted by the floodplain and floodway of Soldier Creek, thus creating a natural buffer along the western side of Phases 1 and 2 of the proposed development.

The present land use of the site is open pasture land with one single family residence (manufactured home) located along NE 23rd Street. Also, there are presently 5 active oil / gas wells located throughout the 166.7 acres, 4 of which will remain in operation. An OG&E transmission line crosses the southern portion of the site from the west to the east.

To the north of the site is the location of Oklahoma County facilities and a few residences; to the east, open area and few residences; to the south, the existing railroad right-of-way and then single family homes of the Quail View Addition; and to the west, open area and one residence on a large tract.

This site and the surrounding properties have sat undeveloped for years; no future / proposed use of the surrounding properties are known.

Section 4. The concept of this development is to provide flexible lot areas ready for commercial and industrial users.

Phase 1

Phase 1 as proposed, encompasses an area of approximately 37.29 acre, more or less. These parcels are to be developed by both General Commercial and Light Industrial district uses as noted in Section 6 of this statement. This phase will also consist of the installation of the looped access street as shown on the Master Plan Map as well as a looped water line providing service and fire protection to the future tenants. All required utilities will be extended at the time of development of each phase unless otherwise noted. If needed, the rail line can be extended to serve the tenants of this site. Initially, a base grade for the rail service and switch mechanism will be constructed with this phase.

Within Phase 1, as per the Zoning Code, 60% of the exterior of all industrial buildings shall be masonry. Buildings will be designed to have a focal point and, for those buildings proposed to be greater than 15,000 sq ft in area, wall facades shall have a minimum of a 3 ft articulation every 25 ft of surface length.

Commercial buildings within Phase 1 shall consist of 80% masonry exteriors and observe the same wall articulation requirements and noted above.

All buildings within Phase 1 shall meet the present building, fire and safety codes as adopted by the City of Midwest City. Each building will be a free-standing structure, situated in a campus-like setting with ample landscaping to serve each structure. Common / shared parking and access among the structures will be provided to limit the number of curb cuts onto the arterial street. Where curb cuts are proposed, care will be taken regarding their placement as the rolling elevations along NE 23rd Street could cause some sight distance concerns for traffic. To accomplish this, we are asking that the curb cuts be shown on the preliminary plat and the time of platting. When curb cuts are needed, there shall be a minimum separation

of 150 ft between such and placement of cuts on common property lines will be encouraged.

It is proposed that the uses within Phase 1 be those of a more commercial nature, as this area is along NE 23rd Street frontage. Please note the uses listed in Section 6 of this report that have been identified as being approved for this phase.

Phase 2

Phase 2 as proposed contains an area of approximately 122 acres, more or less.

The parcel within this phase shall be developed by uses permitted in the Commercial and Moderate Industrial district as noted in Section 6 of this statement. This area is the site of 4 active oil / gas wells and is the site of an electrical transmission line. Access to this site will be from the new street serving the development. The construction of two long cul-de-sacs will also be completed with phase 2, providing access to all building sites. Utilities will be installed to serve the future tenants. A railway line or lines may be extended into Phase 2 to serve the future tenants.

As noted herein, the building exteriors shall meet the architectural requirements of the MWC Zoning Codes. Also as noted, each building will be a free-stand structure however, shared and cross access parking areas shall be designed. Where proposed uses are to abut residential uses there shall be a 50 ft setback from any developed residential properties and evergreen landscaping, low level exterior lighting not exceeding 20 ft in height and, where practical, earth berming shall be used to further buffer the development impact. Also, no trucks docks and / or open storage of materials shall be permitted within 100 ft of any residentially zoned property.

The southeastern portion of phase 2 does abut the existing sub-standard street of NE 18th. No truck access will be permitted from the industrial park area onto NE 18th Street. However, that street will remain open and could be used as a point of emergency access if needed.

The southwestern portion of Phase 2 abuts a presently un-named and un-improved but dedicated street right-of-way running east from the 1900 block of N. Air Depot. Development of this phase will include construction of a new street crossing Soldier Creek connecting to the new street from Phase 1. All utilities will be extended to serve the proposed structures as required by code.

A green space area along Soldier Creek will be designed to provide for walking trails along Soldier Creek and other means of pedestrian access, as noted within the adopted Trails Master Plan, providing sidewalks and space for the tenants to establish tables for employees to lunch. This is also the site of a proposed overflow channel for Soldier Creek. This construction will be developed as an earthen and grass lined channel, however, care will be taken to maintain the creek channel in a natural state as much as possible but still addressing the floodplain issues.

It is proposed that the uses within Phase 2 be those of a heavier commercial and moderate industrial nature. Please note the uses in Section 6 of this report that have been identified as being approved for this phase.

Section 5. There is not an existing PUD zoning districts within or abutting this site.

Section 6. Except as noted within this section, the development of this site will be governed by the C-4, General Commercial codes and the I-2, Moderate Industrial codes that are in effect within the Midwest City Zoning Ordinance at the time of approval of this request.

Permitted uses:

Property and buildings in the proposed PUD shall be used for the purposes as listed below. These uses are taken from the C-4 and I-2 district use including some of the special use permits.

- Public service or utility: Light - Phase 1 and 2
- Public service or utility: Moderate - Phase 1 and 2
- Community recreation: General - Phase 1 and 2
- Administrative and professional office - Phase 1
- Agricultural supplies and services - Phase 2

Alcoholic beverage retail sales - Phase 1 and 2
Animals: Grooming and sales – Phase 1 and 2
Animal sales and services: Kennels and veterinary, restricted – Phase 1 and 2
Automotive and equipment: Light – Phase 2
Automotive sales and rentals: Light – Phase 1 and 2
Automotive and equipment: Storage – Phase 2
Building maintenance services – Phase 1 and 2
Business support services – Phase 1 and 2
Communication services: Limited - Phase 1 and 2
Construction sales and services - Phase 1 and 2
Convenience sales and personal services – Phase 1 and 2
Eating establishments: Drive-in – Phase 1 and 2
Eating establishments: Fast foods – Phase 1 and 2
Eating establishments: Sit down, alcoholic beverages not permitted - Phase 1 and 2
Food and beverage retail sales – Phase 1
Gasoline sales: General - Phase 1
Laundry services – Phase 2
Medical services: General - Phase 1 and 2
Participant recreation and entertainment: Indoor, alcoholic beverages permitted - Phase 2
Personal services: General Phase 1 and 2
Repair services: Consumer – Phase 1 and 2
Research services – Phase 2
Retail sales and services: General – Phase 1 and 2
Tourist accommodations: Lodging – Phases 1 and 2
Custom manufacturing – Phase 2
Light industrial: Restricted – Phase 1 and 2
Wholesaling, storage and distribution: Restricted – Phase 2
Horticulture – Phase 2
Eating establishments: Sit down, alcoholic beverages permitted – Phase 1 and 2
Accessory parking – Phase 1 and 2
Automotive and equipment: Heavy – Phase 2
Automotive and equipment sales and rentals: Heavy – Phase 2
Communication services: Towers Phase 2
Drinking establishments: Sit down, alcoholic beverages permitted (2.4.2 1) – Phase 1 and 2
Participant recreation and entertainment: Outdoor – Phase 1 and 2
Light industrial - Phase 1 and 2
Moderate industrial – Phase 2
Transportation facilities: Freight, restricted – Phase 2
Agricultural processing: General – Phase 2
Wholesaling, storage, and distribution: General – Phase 2
Reserved.

Those additional uses listed in the Zoning Code as Moderate, Heavy or Hazardous Industrial may be permitted within this development but only upon review and approval of a Special Use Permit and defined in the Zoning Code.

Outdoor storage of hazardous materials will be prohibited throughout the development. No loose materials that the wind may disturb will be permitted to be stored in an open – air enclosure.

One monument sign will be allowed per tenant. The maximum allowable height of the monument signs shall be 7'4" and the maximum surface area shall be 80 square feet. At each side of the two dedicated streets into this site from NE 23rd Street, there shall be created a common signage area for the placement of a main I. D. multiple tenant sign. Such sign(s) shall comply with MWC Codes as to height and area but permit the advertising of the tenants occupying spaces not along the street right-of-way of NE 23rd Street.

Off premise (billboards) advertising structures will not be permitted. The one existing billboard on the western portion of the site will be removed.

All new signs permitted will comply with MWC Codes regarding height, area, location and design, except as noted herein. Signs attached to the exterior walls of the buildings will also be permitted. These wall signs will be limited to 250 sq ft in area and meet the MWC codes regarding their placement. No commercial sign, whether free-standing or wall signs, will be permitted within 150 ft of any developed residential property.

Section 7. All proposed streets within the PUD are to be developed with the phases of construction will meet Midwest City standards regarding right-of-way widths. Proper widths for large truck turning movements will be designed and developed where needed. All streets will be dedicated to the public.

As to construction of the proposed streets, the approaches from NE 23rd will meet MWC Codes; as to the internal streets, it is requested to use gravel on an interim basis.

Section 8. The site, as it exists today, has been maintained as pasture land for numerous years. The tree growth that does exist is that along the natural drainage channels and along Soldier Creek. The elevation varies but

generally slopes from a high on the east to the west. See the submitted exhibits detailing the drainage and topographic characteristics.

Section 9. See attached exhibit.

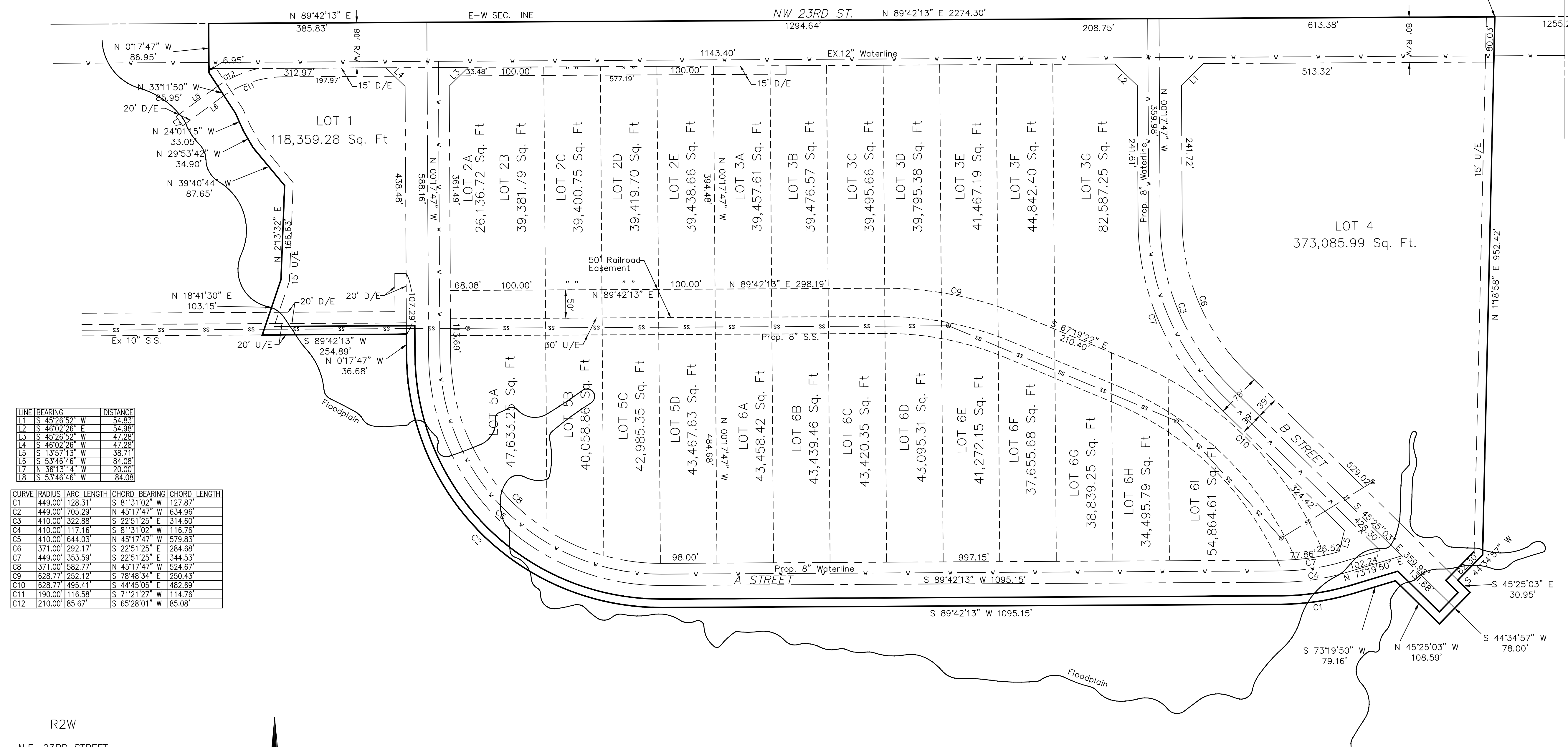
Section 10. All future buildings will be served by the necessary utilities needed to operate properly. City water and sewer lines will be extended through out the development as needed at the time of the various phases. Storm water drains will also be installed to properly route run-off water to Soldier Creek.

Section 11. As noted, the buildings are proposed to be free-standing meeting the exterior architectural requirements as noted in the MWC Zoning Codes. The sq ft of the proposed buildings is not known at this time as they will be built for the market specific tenant. However, all landscaping codes, parking codes and other open space requirements will be met at each phase of construction.

Section 12. The sequence of development is proposed to occur in 2 phases as shown on the Master Development Plan.

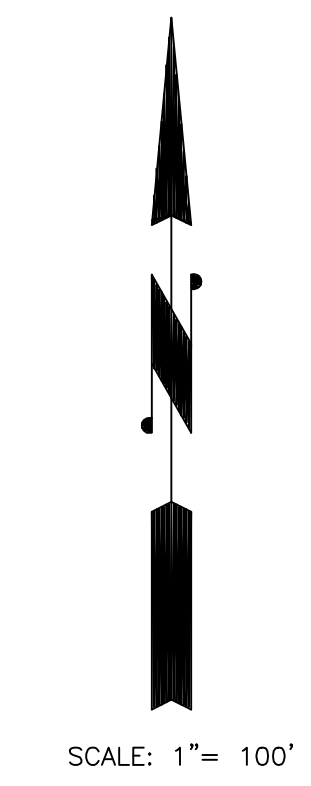
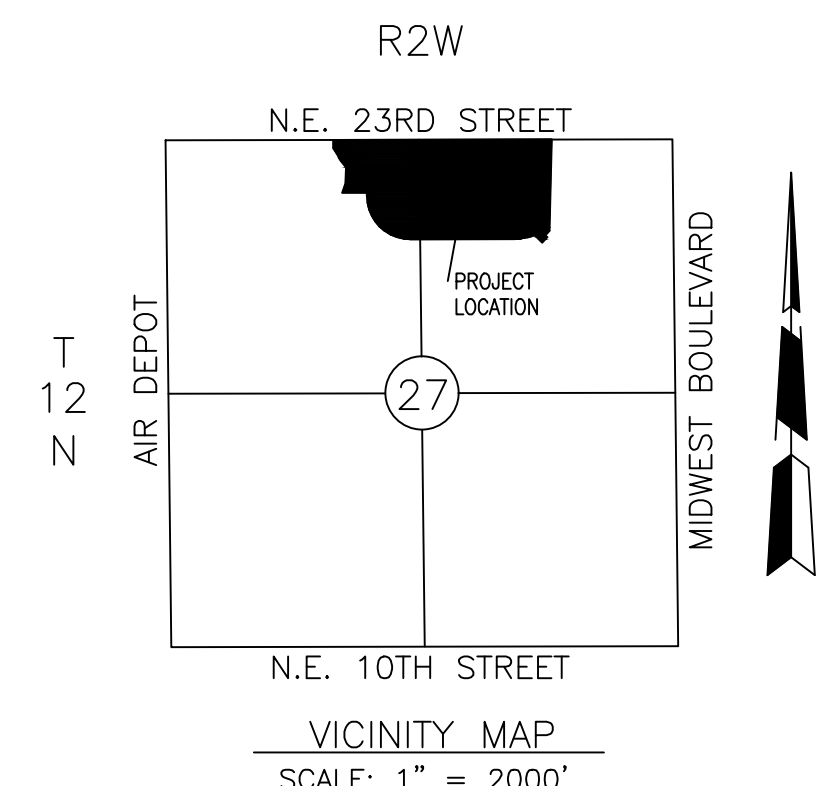
PRELIMINARY PLAT
SOLDIER CREEK INDUSTRIAL PARK
 A PART OF THE NORTH HALF, SECTION 27, T12N, R2W, I.M. AND
 CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA

P.O.C.
 N.E. COR., N.E. 1/4, SEC. 27
 T12N, R2W, I.M.



LINE	BEARING	DISTANCE
L1	S 45°26'52" W	34.83'
L2	S 46°02'26" E	54.98'
L3	S 45°26'52" W	47.28'
L4	S 46°02'26" E	47.28'
L5	S 13°57'13" W	38.71'
L6	S 53°46'46" W	84.08'
L7	N 36°13'14" W	20.00'
L8	S 53°46'46" E	84.08'

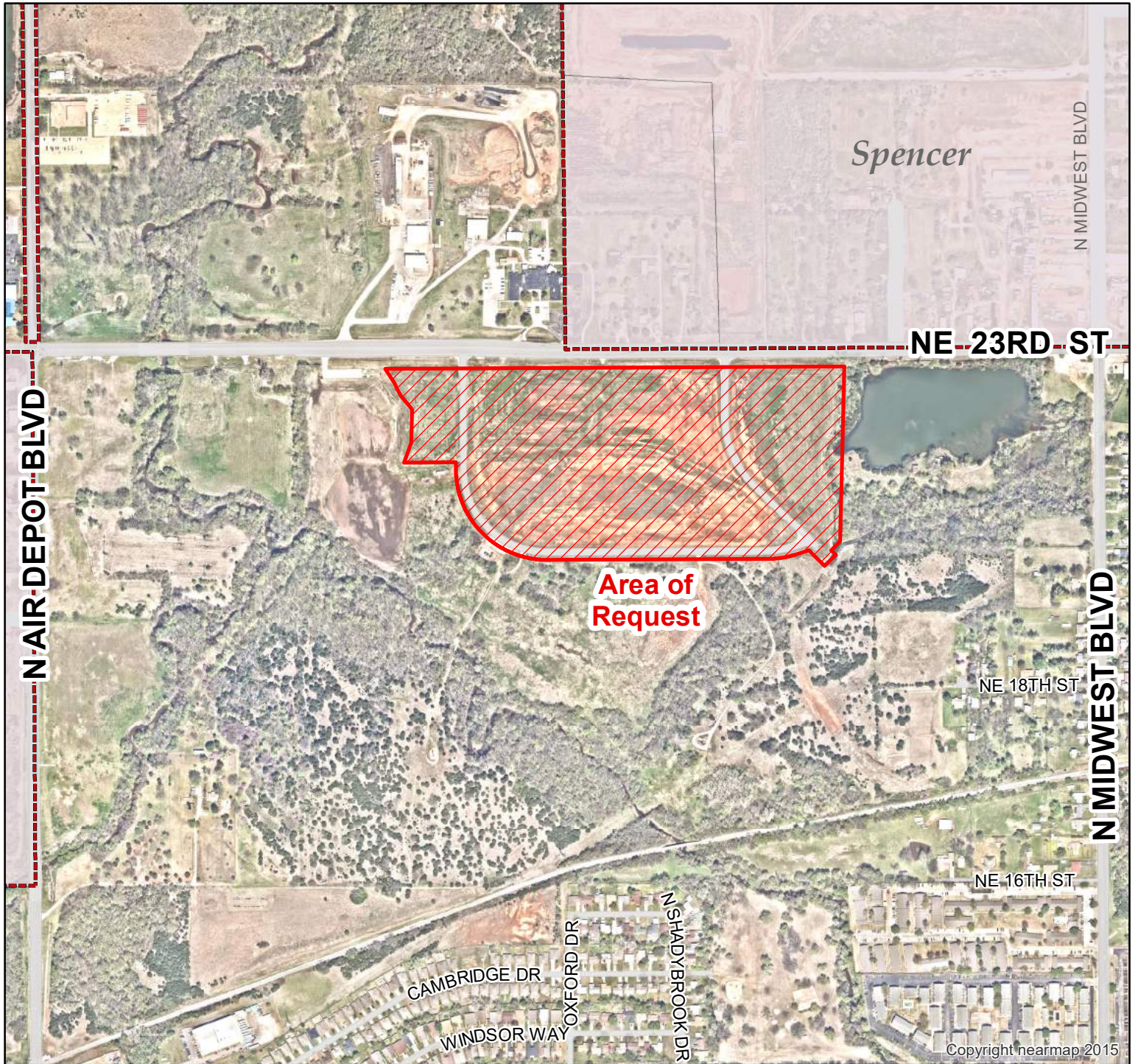
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	449.00'	128.31'	S 81°31'02" W	127.87'
C2	449.00'	705.29'	N 45°17'47" W	634.96'
C3	410.00'	322.88'	S 22°51'25" E	314.60'
C4	410.00'	117.16'	S 81°31'02" W	116.76'
C5	410.00'	644.03'	N 45°17'47" W	579.83'
C6	371.00'	292.17'	S 22°51'25" E	284.68'
C7	449.00'	353.59'	S 22°51'25" E	344.53'
C8	371.00'	152.77'	N 45°17'47" W	152.67'
C9	628.77'	252.12'	S 78°48'34" E	250.43'
C10	628.77'	495.41'	S 44°45'05" E	482.69'
C11	190.00'	116.58'	S 71°21'27" W	114.76'
C12	210.00'	85.67'	S 65°28'01" W	85.08'



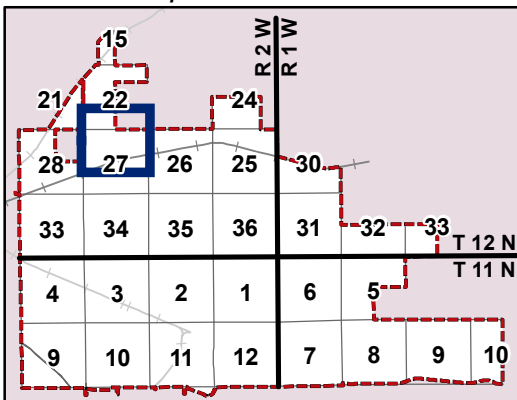
BASIS OF BEARING FOR THIS PLAT IS N 89°42'13" E AS SHOWN ON THE NORTH LINE OF SEC. 27

- NOTES:
1. A SIDEWALK IN ACCORDANCE WITH CITY SPECIFICATIONS SHALL BE REQUIRED ON EACH LOT AT THE BUILDING PERMIT STAGE WITH INSTALLATION PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
 2. UNLESS OTHERWISE NOTED, THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET.
 3. EASEMENTS SHOWN HEREON BY SPECIFIC RECORDING DATA ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE NOT DEDICATED AS A PART OF THIS PLAT.

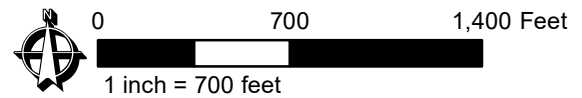
Golden Land Surveying
 920 N.W. 139th St. Pkwy, Oklahoma City, Oklahoma 73013
 Telephone: (405) 802-7883
 C.A. #7263 Exp. 6/30/2018
 troy1745@gmail.com



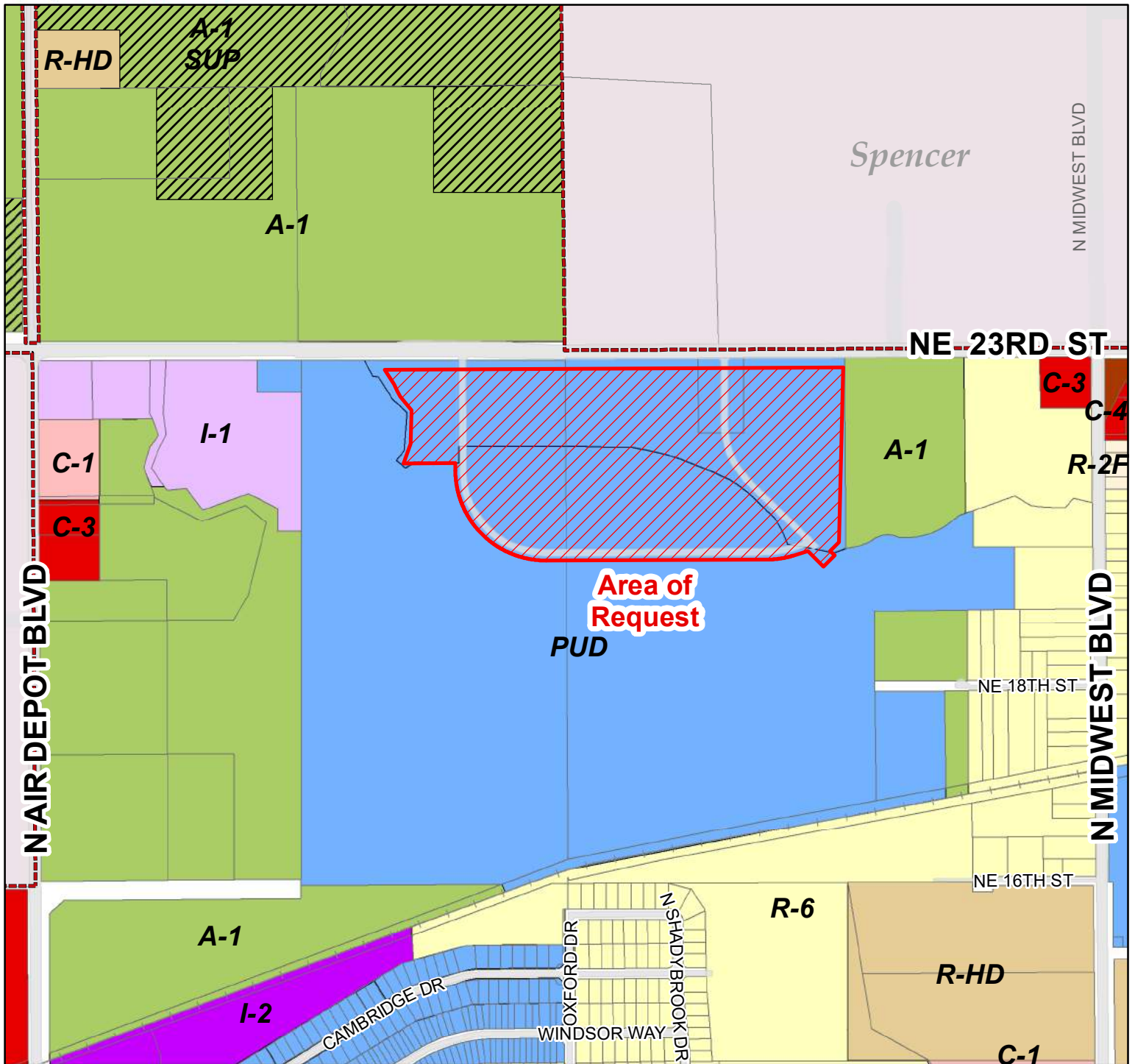
Locator Map



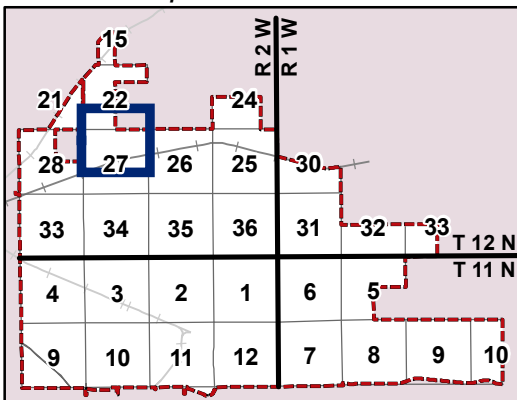
**2019 NEARMAP AERIAL VIEW FOR
PC-2022
(N/2, Sec. 27, T12N, R2W)**



THIS MAP IS A GENERAL INFORMATION PUBLIC RESOURCE. THE CITY OF MIDWEST CITY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED ON THIS MAP. ANY PARTY'S USE OR RELIANCE ON THIS MAP OR ANY INFORMATION ON IT IS AT THAT PARTY'S OWN RISK AND WITHOUT LIABILITY TO THE CITY OF MIDWEST CITY, ITS OFFICIALS OR ITS EMPLOYEES FOR ANY DISCREPANCIES, ERRORS OR VARIANCES THAT MAY EXIST.



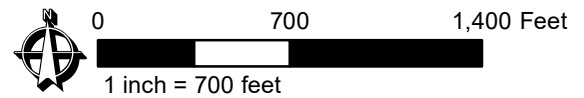
Locator Map



Current Zoning Legend

A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-2 SUP	O-2 SUP	R-HD SUP
C-3	R-6	R-MH-1
C-3 SUP	R-6 SUP	R-MH-2
C-4	R-8	PUD
C-4 SUP	R-10	SPUD
I-1	R-22	HOS
I-2		HOS SUP

ZONING MAP FOR PC-2022 (N/2, Sec. 27, T12N, R2W)



THIS MAP IS A GENERAL INFORMATION PUBLIC RESOURCE. THE CITY OF MIDWEST CITY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED ON THIS MAP. ANY PARTY'S USE OR RELIANCE ON THIS MAP OR ANY INFORMATION ON IT IS AT THAT PARTY'S OWN RISK AND WITHOUT LIABILITY TO THE CITY OF MIDWEST CITY, ITS OFFICIALS OR ITS EMPLOYEES FOR ANY DISCREPANCIES, ERRORS OR VARIANCES THAT MAY EXIST.

1 **PC-2022**

2 **ORDINANCE NO. _____**

3 **AN ORDINANCE RECLASSIFYING THE ZONING DISTRICT OF THE PROPERTY**
4 **DESCRIBED IN THIS ORDINANCE TO AMENDED PUD, PLANNED UNIT DEVELOPMENT AND DIRECTING AMENDMENT OF THE OFFICIAL ZONING DISTRICT**
5 **MAP TO REFLECT THE RECLASSIFICATION OF THE PROPERTY'S ZONING DISTRICT; AND PROVIDING FOR REPEALER AND SEVERABILITY**
6

7 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

8 **ORDINANCE**

9 **SECTION 1.** That the zoning district of the following described property is hereby reclassified
10 to Amended PUD, Planned Unit Development, subject to the conditions contained in the PC-
11 2022 file, and that the official Zoning District Map shall be amended to reflect the reclassification
12 of the property's zoning district as specified in this ordinance:

A part of the North 1/2 of Section 27, T12N, R2W, located on the 7500 block of NE 23rd
Street, as shown on the attached map.

13 **SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are
14 hereby repealed.

15 **SECTION 3. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is
16 for any reason held to be invalid, such decision shall not affect the validity of the remaining por-
17 tions of the ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma,
on the _____ day of _____, 2019.

18 THE CITY OF MIDWEST CITY, OKLA-
19 HOMA

20 MATTHEW D. DUKES II, Mayor

21 ATTEST:

22 SARA HANCOCK, City Clerk

23 APPROVED as to form and legality this _____ day of _____, 2019.

24 HEATHER POOLE, City Attorney
25
26
27
28
29
30



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Brandon Bundy, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: October 22, 2019

Subject: (PC – 2023) Public hearing with discussion and consideration of approval of an ordinance redistricting from R-6, Single Family Detached Residential to a Planned Unit Development (PUD) governed by the R-MD, Medium Density Residential District, and of a resolution to amend the comprehensive plan from LDR, Low Density Residential, to MDR, Medium Density Residential, for the property described as a part of the Lots 7-10 of the Thomas Acres Addition.

Executive Summary: This PUD is being requested in order to create a small duplex community. The Master Development Plan shows eleven (11) residential structures with twenty-two (22) dwelling units and one building for storage to be used by the residents and a small maintenance building. Each dwelling unit is shown to be 1000 square feet and have three (3) bedrooms. A one (1) car garage will serve each dwelling unit. The area of request is already platted and the applicant plans to keep the lot as it is, under single ownership. All future maintenance of the private drive, detention pond, water and sewer house lines and all other portions of the development will be the responsibility of the property owner. A single private drive is proposed to provide access to each lot. Private water and sewer lines will be extended from the main public lines to serve each dwelling unit. This request would require an amendment to the Comprehensive Plan for this parcel from LDR, Low Density Residential to MDR, Medium Density Residential. The Comprehensive Plan states that the City should strive to ensure that the majority of dwelling units within the City are owner-occupied. Within this proposal, the applicant plans to retain ownership of the entire development and rent out individual dwelling units. Staff also has concerns about the layout with the units facing the back of one another. Action is at the discretion of the City Council.

Dates of Hearing: Planning Commission – October 1, 2019
City Council – October 22, 2019

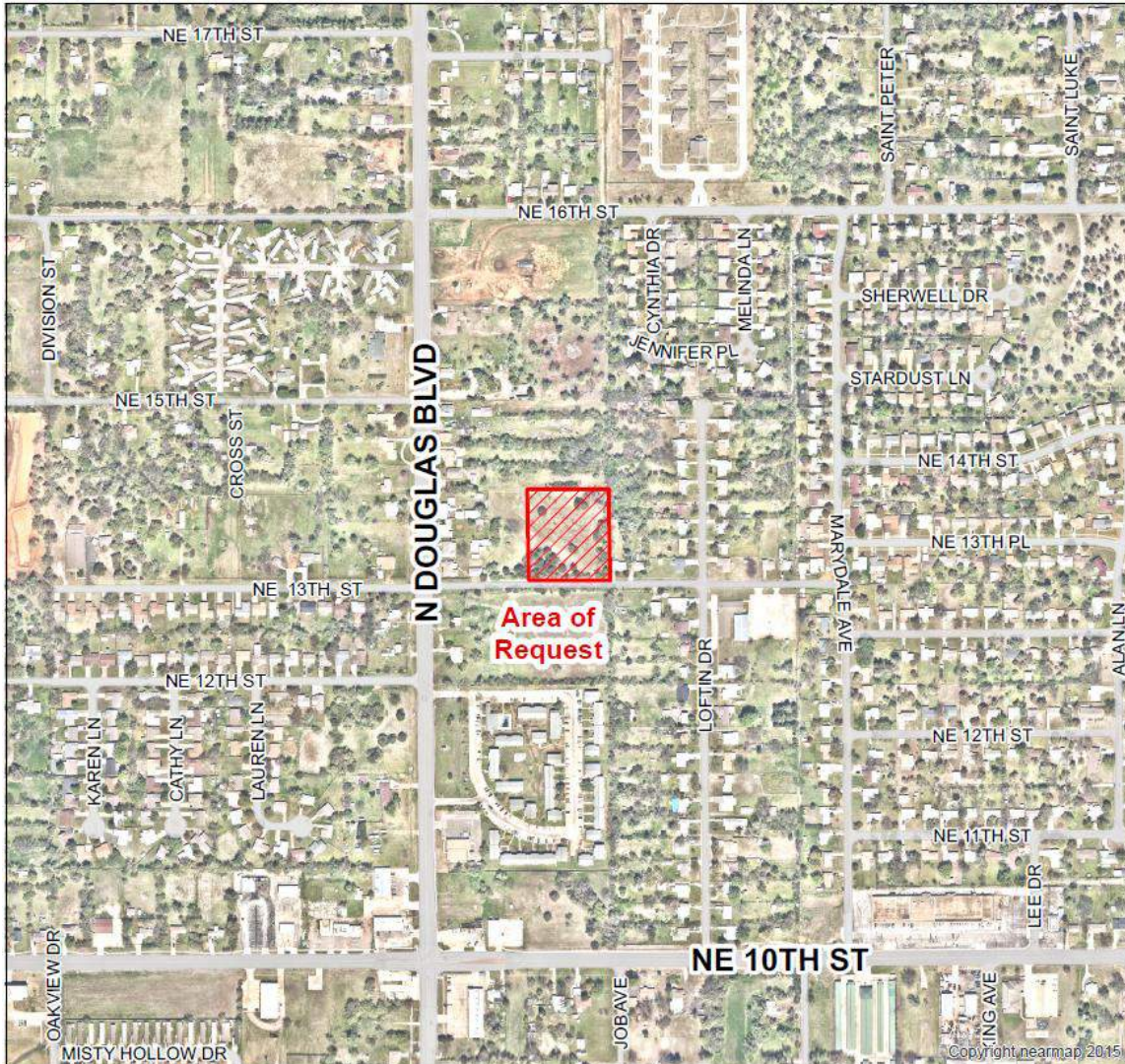
Council Ward: Ward 5, Councilmember Christine C. Price Allen

Owner/Applicant: Adam Stephens

Proposed Use: 11 duplex structures (22 dwelling units) on one lot

Size: The area of request has a frontage along NE 13th St. of approximately 286 ft. and contains an area of approximately 2.04 acres.

Development Proposed by Comprehensive Plan:
Area of Request – LDR, Low Density Residential
North, South, East and West – LDR, Low Density Residential



Zoning Districts:

Area of Request – R-6, Single Family Detached Residential
North, South, East and West – R-6, Single Family Detached Residential

Land Use:

Area of Request – vacant
North – Vacant

South - Vacant



East – single family residence



West – vacant



Comprehensive Plan Citation:

Medium Density Residential (MDR) Land Use

This use is representative of two-family, attached dwelling units, such as duplex units and townhomes. Medium density land uses often provide areas for “empty nesters” who may not want the maintenance of a large-lot single-family home and for young families who may find a townhome or duplex more affordable than a single-family home. It is anticipated that new areas for medium density land use will be developed in the future.

Municipal Code Citation:

2.25 PUD, Planned Unit Development

2.25.1 General Provisions

The planned unit development, herein referred to as PUD, is a special zoning district category that provides an alternate approach to conventional land use controls to produce unique, creative, progressive, or quality land developments.

The PUD may be used for particular tracts or parcels of land that are under common ownership and are to be developed as one unit according to a master development plan. The PUD is subject to special review procedures within the PUD application and review and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.25.2 Intent and Purpose

The intent and purpose of the PUD provisions are as follows:

- (A) Innovative land development
Encourage innovative land development while maintaining appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.
- (B) Flexibility within developments
Permit flexibility within the development to maximize the unique physical features of the particular site.
- (C) Efficient use of land
Encourage efficient use of land, facilitate economic arrangements of buildings and circulation systems, and encourage diversified living environments and land uses.
- (D) Function, design and diversity
Achieve a continuity of function and design within the development and encourage diversified living environments and land uses.

(E) Modifications to development requirements

Provide a vehicle for negotiating modifications in standard development requirements in order to both encourage innovative development and protect the health, safety and welfare of the community.

History:

1. This property has been zoned residentially since the adoption of the 1985 Zoning Map.
2. The area was platted as a part of the Thomas Acres addition in 1957.
3. A motion to approve this request failed at the October 1, 2019 Planning Commission meeting.

Staff Comments:

Engineer's Report:

Water Supply and Distribution

A six (6) inch public water main is located on the south side of N.E. 13th Street in the street right-of-way extending along the south side of the area of request. Public water mains extend along the full frontage of this property, therefore water line improvements are not required as outlined in Municipal Code 43-32.

Sanitary Sewer Collection and Disposal

An eight (8) inch public sewer main is located in a dedicated utility easement located along the north side of the area of request. A public sewer main is currently providing service to this property, therefore sewer line improvements are not required as outlined in Municipal Code 43-109.

Streets and Sidewalks

Access to the area of request is available from N.E. 13th Street. N.E. 13th Street is classified as a local road in the 2008 Comprehensive Plan. N.E. 13th Street is a two (2) lane, 22-foot wide, uncurbed, asphalt concrete roadway. Current code requires a total street right-of-way width of fifty (50) feet for local roads and presently, N.E. 13th Street has fifty (50) feet of right-of-way adjacent to and parallel to the south side of the area of request.

Right of way grants are not required with this application.

N.E. 13th Street does not meet current code requirement for a local road. Half street improvements along N.E. 13th Street will be required with a building permit submittal as outlined in Municipal Code 37-67.

There are no existing sidewalk improvements along the frontage of N.E. 13th Street. Sidewalk improvements along N.E. 13th Street will be required with a building permit submittal as outlined in Municipal Code 37-67.

Improvement plans for the street and sidewalk improvements must be prepared by a registered professional engineer and be submitted to staff for plan review and approval.

Drainage and Flood Control, Wetlands, ODEQ Water Sampling, and Sediment Control

Currently the area of request is undeveloped. An underground drainage system and detention using private storm pipes and private inlets will be required with a building permit submittal as outlined in Municipal Code 37-67.

The applicant's design engineer has supplied an initial drainage summary showing the proposal won't increase water runoff on the adjacent downstream properties.

Improvement plans for the drainage system and detention must be prepared by a registered professional engineer and be submitted to staff for plan review and approval.

None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0330H, dated December 12, 2009.

All development on the proposed tracts must conform with the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Easements and Right-of-Way.

No additional rights-of-way and/or easements are required with this application.

Fire Marshal's Report:

The Fire Marshal has reviewed this request. The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15. Minimum allowable width of the private drive is 26'. Turnaround at the end of the drive and hydrant spacing must meet requirements of Section 15 of the Municipal Code.

Plan Review Comments:

This PUD is being requested in order to develop this 2.04 acre site into a small, duplex community. The development will consist of 22 dwelling units/11 duplex structures, a storage building with individual units for use by the residents and a small maintenance garage.

The dwelling units will be three-bedroom units housed in 11 duplex structures. Each dwelling unit will have an attached single car garage. The PUD states that the exterior of the structures will consist of 80% masonry materials which is a variance to the Zoning Ordinance which requires a minimum of 85% masonry materials for residential structures. Only two (2) of the structures will face the public street of NE 13th. These two structures must meet the requirement for 100% masonry materials facing a public street. Staff recommends that the applicant be required to meet the requirement for 85% masonry materials for each structure.

A variance is requested to allow a 5' setback on the east and west sides of the property. Code requires a minimum 7' side setback.

The private drive providing access to each of the residential structures will be required to be built to Midwest City standards but will remain private. The applicant is requesting rollover curbs along the proposed private drive.

The PUD is to be governed by the R-MD, Medium Density Residential zoning district. Section 5.2.4 (H) of the Zoning Ordinance requires that sight-proof screening be provided between medium density and single family residential districts. This will require that the applicant provide sight-proof screening along the north, east and west sides of the property. The maximum height for stockade fences is 8'. Metal poles are required.

Metal panel fencing is prohibited. The sight-proof screening must be installed prior to use of the property.

Regarding landscaping, the PUD states that the landscaping will meet MWC codes. A minimum of two (2) trees are required for each dwelling unit. The trees should be a minimum of 2 ½" caliper at the time of planting.

The property is already platted as lots 7-10 of the Thomas Acres Addition. The applicant plans to keep the development under single ownership and does not plan to replat the property into individual lots for each duplex structure.

As required by the Zoning Ordinance, notice was sent to all property owners within 300 feet of the proposed development and published in the Journal Record. As of this writing, staff has received two inquiries about the proposed development but no formal protest.

As noted in the executive summary, this request is an amendment to the Comprehensive Plan from LDR, Low Density Residential, to MDR, Medium Density Residential. The Comprehensive Plan also states that the City should strive to ensure that new and existing dwelling units are owner-occupied. Staff is also concerned about the layout with garages facing the private drive and the front of the dwelling units facing the back of others. Action is at the discretion of the City Council. The Planning Commission did not approve this request.

Action Required: Approve or reject the ordinance to redistrict to Planned Unit Development for the property as noted herein, subject to the staff comments and recommendations as found in the October 22, 2019 agenda packet and made a part of PC-2023 file.



Billy Harless, AICP
Community Development Director

KG

The City of
MIDWEST CITY

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING DIVISION

William Harless, Community Development Director
Patrick Menefee, P.E., C.F.M., City Engineer

To : Kellie Gilles, Plans Review Manager

From : Patrick Menefee, City Engineer

Date : September 19th, 2019

Subject : Engineering staff comments for pc-2023 rezoning application

ENGINEERING STAFF CODE CITATIONS AND COMMENTS - PC-2023:

Water Supply and Distribution

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Right of way grants are not required with this application.

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All development on the proposed tracts must conform with the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application.

EXHA
 EXHAUST

NO.	REVISIONS	DATE

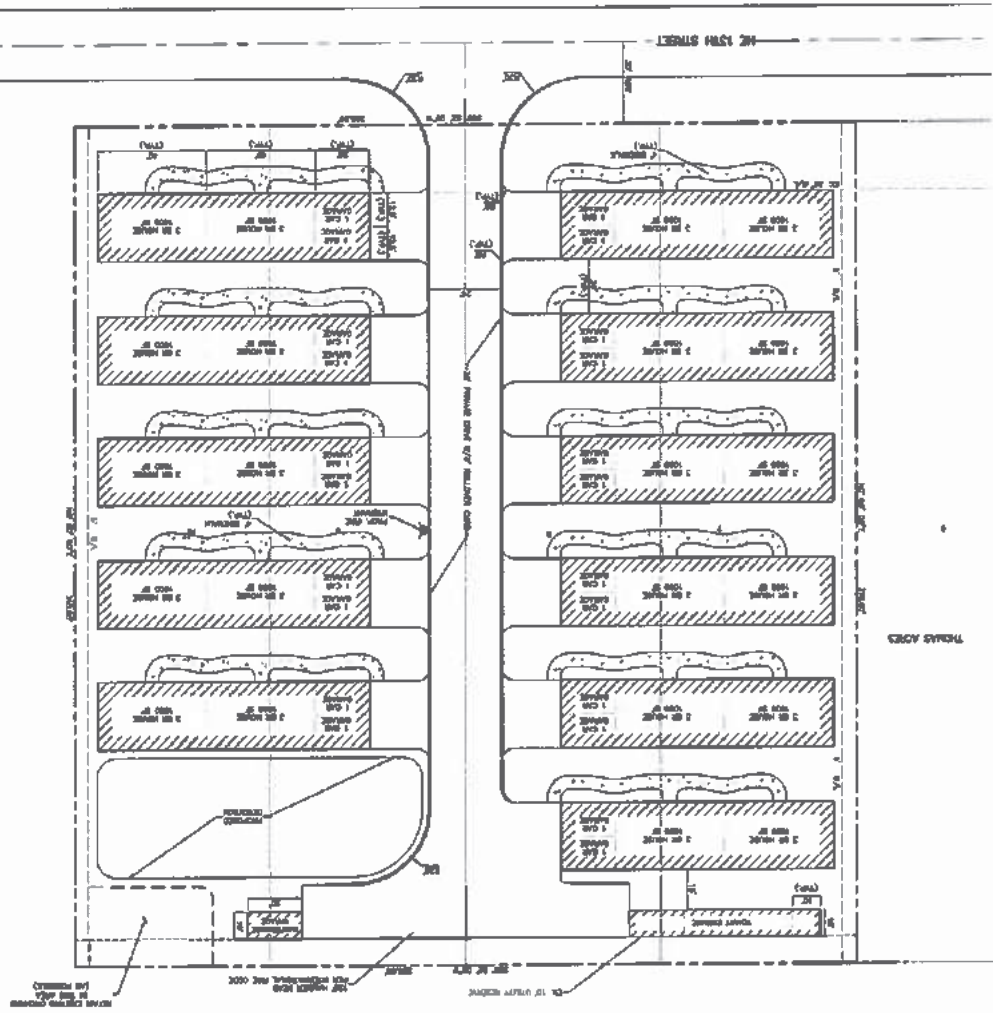
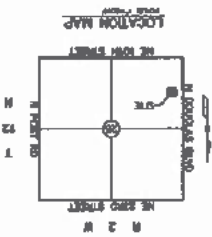
13TH STREET VILLAGE
 3010 W. 13TH STREET
 WEST COTTAGE CITY, FL 32510
MASTER PLAN MAP
 EXHIBIT A



FLUERS CONSULTING, LLC
 CIVIL ENGINEERING & LAND PLANNING
 1000 W. 13TH STREET
 WEST COTTAGE CITY, FL 32510
 TEL: 904.255.1313
 FAX: 904.255.1314
 WWW.FLUERSCONSULTING.COM

13TH STREET VILLAGE

AREA	DESCRIPTION
1	1 UNIT/400 SQ. FT.
2	2 UNITS/800 SQ. FT.
3	3 UNITS/1200 SQ. FT.
4	4 UNITS/1600 SQ. FT.
5	5 UNITS/2000 SQ. FT.
6	6 UNITS/2400 SQ. FT.
7	7 UNITS/2800 SQ. FT.
8	8 UNITS/3200 SQ. FT.
9	9 UNITS/3600 SQ. FT.
10	10 UNITS/4000 SQ. FT.
11	11 UNITS/4400 SQ. FT.
12	12 UNITS/4800 SQ. FT.
13	13 UNITS/5200 SQ. FT.
14	14 UNITS/5600 SQ. FT.
15	15 UNITS/6000 SQ. FT.
16	16 UNITS/6400 SQ. FT.
17	17 UNITS/6800 SQ. FT.
18	18 UNITS/7200 SQ. FT.
19	19 UNITS/7600 SQ. FT.
20	20 UNITS/8000 SQ. FT.



**THE CITY OF MIDWEST CITY
PLANNED UNIT DEVELOPMENT**

PUD

DESIGN STATEMENT FOR 183-5 PROPERTIES AT PRESTON GROVE

August 29th, 2019

PREPARED BY:

Adam Stephens

9501 Southlake Dr.

Oklahoma City, OK 73159

(580)291-1516 adamstephens@yahoo.com

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SECTION 1.0 INTRODUCTION

The Planned Unit Development of 183-5 Properties at Preston Grove consists of 2.04 acres more or less and is located on the north side of NE 13th between Douglas Boulevard and Post Road, in Midwest City. The property is further described as, Thomas Acres a part of SW $\frac{1}{4}$, Section 25, Twp 12N R-2-W Oklahoma County, Oklahoma.

SECTION 2.0 LEGAL DESCRIPTIONS

The legal description of the property contained within this Planned Unit Development is as follows:

Part of Thomas Acres NW $\frac{1}{4}$, SW $\frac{1}{4}$, Section 25, Twp 12N R-2-W Oklahoma County, Oklahoma,

Being more particularly described as follow:

Commencing at the Northwest $\frac{1}{4}$, Southwest $\frac{1}{4}$, Section 25, Township 12 North, Range 2 West of the Indian Meridian

SECTION 3.0 OWNER/DEVELOPER

The owner and developer of this property described in Section 2.0 is 183-5 Properties LLC.

SECTION 4.0 SITE AND SURROUNDING AREA

The subject property is presently undeveloped. The subject property is currently zoned R-6 Single Family Residential. The site is bound on the west by a residential tract of land currently zoned R-6 Single Family Residential; on the north by a residential tract of land currently zoned R-6 Single Family Residential; on the east by a residential tract of land currently zoned Single Family Residential; and the south across NE 13th R-6 Single Family Residential. Surrounding properties are zoned and used for:

West: R-6 Single Family Residential.

North: R-6 Single Family Residential East:

R-6 Single Family Residential

South: R-6 Single Family Residential

SECTION 5.0 PHYSICAL CHARACTERISTICS

SECTION 6.0 CONCEPT

The concept for this PUD is R-MD Residential Medium Density. This Planned Unit Development proposes a development of 2.04 acres more or less.

SECTION 6.1 DEVELOPMENT AND SUBDIVISION VARIATIONS

No Variances requested.

SECTION 7.0 SERVICE AVAILABILITY

SECTION 7.1 STREETS

The proposed subdivision will accessible only from NE 13th

SECTION 7.2 SANITARY SEWER

An eight inch sanitary sewer line is located along the north property line of existing Lots 7,8,9,10 and along the west side of Lots 5 and 6.

SECTION 7.3 WATER

A six inch water line is located along the south side right of way of NE 13th, south of south property line of existing lots 7,8,9,10. The developer will connect to an existing water line south of the property.

SECTION 7.4 FIRE PROTECTION

The nearest fire station to this property is located at 8712 NE 10th Street approximately 0.7 miles to the southwest.

SECTION 7.5 GAS SERVICE, ELECTRICAL SERVICE, AND TELEPHONE SERVICE.

Proper coordination with the various utility companies will be made in conjunction with this development.

The property within this Planned Unit Development is not within a FEMA 100 year flood plain.

SECTION 8.0 USE AND DEVELOPMENT REGULATIONS

The use and development regulations of the R-MD Residential Medium Density shall govern this PUD, except as herein modified, including accessory uses subject to their appropriate conditions and review procedures for public hearings where applicable, unless otherwise noted herein. The original intended primary use is Duplex Units.

SECTION 9.0 SPECIAL REGULATIONS

SECTION 9.1 LANDSCAPING REGULATIONS

The subject parcel shall meet all requirements of the City of Midwest City's Landscaping Ordinance in place at the time of development.

SECTION 9.2 PLATTING REGULATIONS

All land within this PUD shall remain as is.

SECTION 9.3 DRAINAGE REGULATIONS

Development of this parcel will comply with the Midwest City Municipal Code.

SECTION 9.4 ACCESS REGULATIONS

There will be drive way access to Duplex units from Private Dr. entering from SE 13th Street in this SPUD.

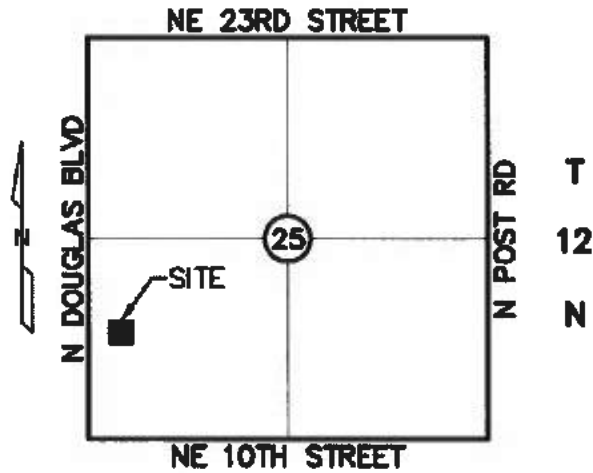
SECTION 9.5 COMMON AREAS

Maintenance of all common areas in the development and maintenance of all amenities located within the common areas shall be the responsibility of the property owner. Structures, storage facilities, storage of material, grading, fill, or other obstructions, including fencing, wither temporary or permanent, will be allowed as long as previous stated does not cause blockage of flow or an adverse effect on the functioning of storm water. Certain amenities such as, but not limited to, walks, benches, and docks, shall be permitted if installed in a manner to meet the requirements specified above.

13th Street Village

PRELIMINARY DETENTION REPORT

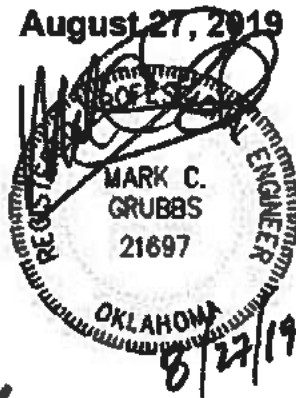
R 2 W



LOCATION MAP

9070 NE 13th Street
Midwest City, OK

August 27, 2019



RUBBS CONSULTING, LLC
CIVIL ENGINEERING & LAND PLANNING
1819 S. Morgan Road
Oklahoma City, OK 73128
Phone: (405) 265-0641
Fax: (405) 265-0649

TABLE OF CONTENTS

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<i>PROPOSED DRAINAGE SUMMARY</i>	1
<i>DETENTION SUMMARY</i>	1
<i>CONCLUSIONS & RECOMMENDATIONS</i>	2

APPENDIX

Historic Drainage Area Map
Developed Drainage Area Map

DETENTION CALCULATIONS

Hydrologic Runoff Worksheets
- Historic Drainage Area
- Developed Drainage Area to Pond
- Developed Bypass Drainage Area

Site Detention Calculations – HydroCAD Model

REPORT SUMMARY

PROJECT DESCRIPTION

This project will consist of the development of an approximate 2.04 acre site as a duplex, residential development. The project site is located at 9070 NE 13th Street, which is in the vicinity of NE 13th Street and Douglas Blvd, with the aliquot description being a part of the Southwest Quarter (SW/4) of Section Twenty-five (25), Township Twelve (12) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma.

This Detention Report addresses the design and control of the storm water runoff for the proposed development to meet the City of Midwest City drainage ordinance.

HISTORIC DRAINAGE SUMMARY

The existing site is currently undeveloped and consists of a vegetative grass cover. Storm water runoff from the site historically flows across the site from the southwest corner of the site to the northeast corner.

PROPOSED DRAINAGE SUMMARY

The detention pond for this project will be located near the northeast corner of the site. The detention pond has been designed to accommodate the stormwater runoff of the proposed development. Runoff from the developed area will be routed to the detention pond from the southwest corner of the site across the grass/lawn area and into the street. The storm water runoff will then flow in the street and then into the detention pond. A small portion of the site, approximately 0.46 acres, will bypass the pond and will discharge onto the adjacent property to the east. A duplex residential run-off coefficient of 0.75 has been used for the drainage area to the pond and for the bypass area. The drainage areas and the detention pond location are shown on the Proposed Drainage Area Map in the Appendix to this report.

DETENTION SUMMARY

Detention is required and will be provided by on-site detention pond located near the northeast corner of the development.

The detention pond outlet structure will consist of one 12" pipe and one 10" pipe. The outlet structure will discharge on the north side of the proposed detention pond into an area that currently has some tree cover. The discharge point will be at the existing grade and will be located approximately 25 - 30 feet from the north property line of the project site. Flex-a-mat will be provided at the downstream end of the outlet structure to provide erosion protection and energy dissipation for the discharge from the pond.

HydroCAD, Storm Water Modeling software, in conjunction with the Rational Method, has been used to show that the proposed pond will provide the required storm water detention for the 100-year frequency rainfall event. Based on the Preliminary Detention Calculations, the calculated discharge from the detention pond will not exceed historic discharge rate. Supporting calculations are included in the Appendix to this report.

DETENTION SUMMARY TABLE		
	Historic Conditions	Developed Conditions
Detention Pond Discharge		5.31 cfs
Bypass		2.37 cfs
Total Developed Site Discharge		7.38 cfs
Historic Conditions Site Discharge	7.69 cfs	

CONCLUSIONS & RECOMMENDATIONS

The included detention calculations show that the proposed detention structure will provide a system that meets the requirements of the City of Midwest City drainage ordinance.

It is hereby requested that the City of Midwest City accept and approve this Preliminary Detention Report and authorize this project to proceed to the design and construction phases.

APPENDIX

RUBBS CONSULTING, LLC
 CIVIL ENGINEERING & LAND PLANNING
 4020 NE 13TH STREET
 SUITE 200
 PORTLAND, OR 97218
 PHONE: 503.288.8888
 FAX: 503.288.8889
 WWW.RUBBSCONSULTING.COM



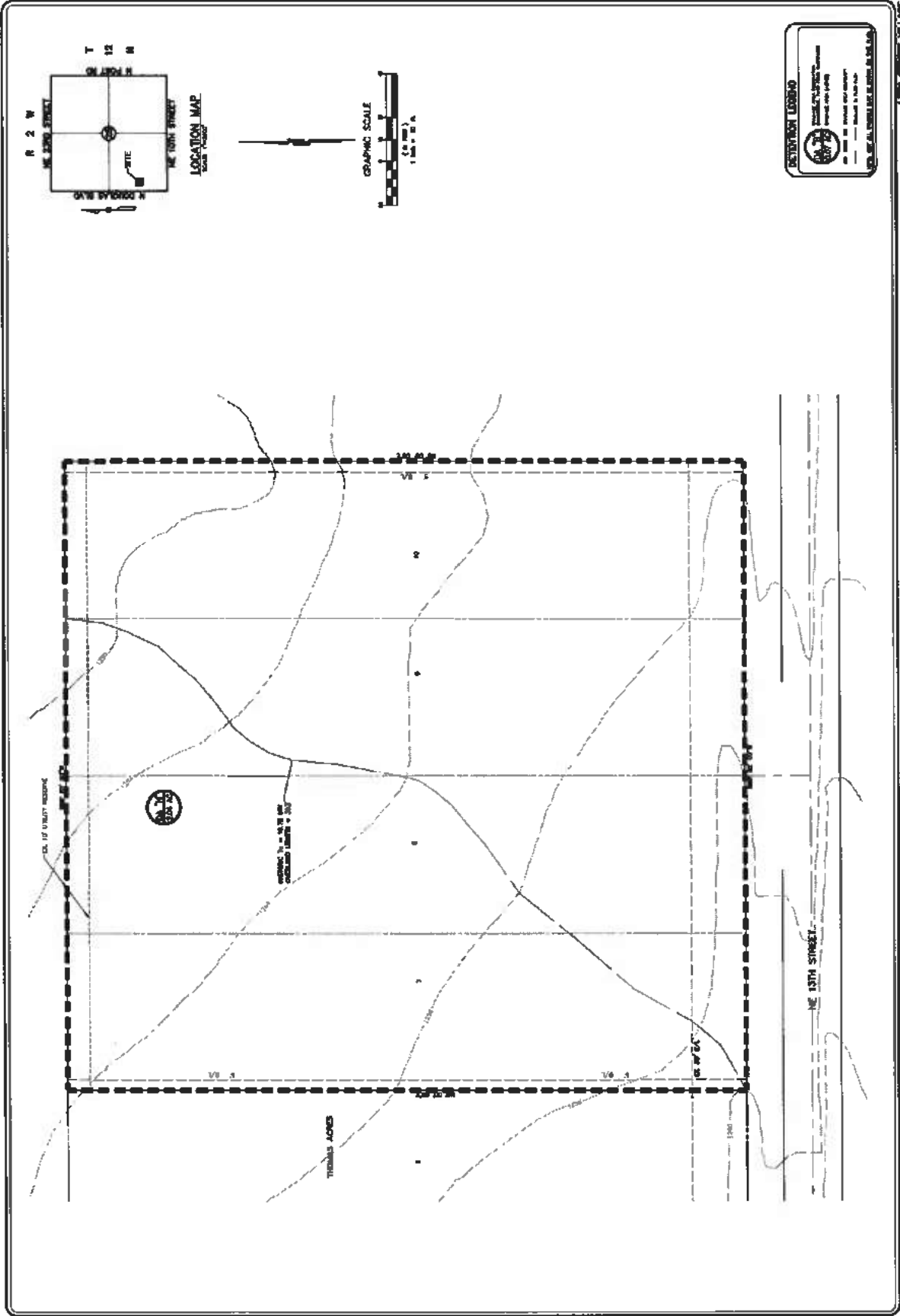
**13TH STREET VILLAGE
 HISTORIC DRAINAGE
 AREA MAP**
 4020 NE 13TH STREET
 PORTLAND, OR 97218

REVISIONS

NO.	DESCRIPTION	DATE

PROJECT NUMBER
DAH

13-004



RUBBS CONSULTING, LLC
 CIVIL ENGINEERING & LAND PLANNING
 1000 N. GARDEN ST., SUITE 100
 DALLAS, TX 75207
 TEL: 972.443.8800
 FAX: 972.443.8801
 WWW.RUBBSCONSULTING.COM



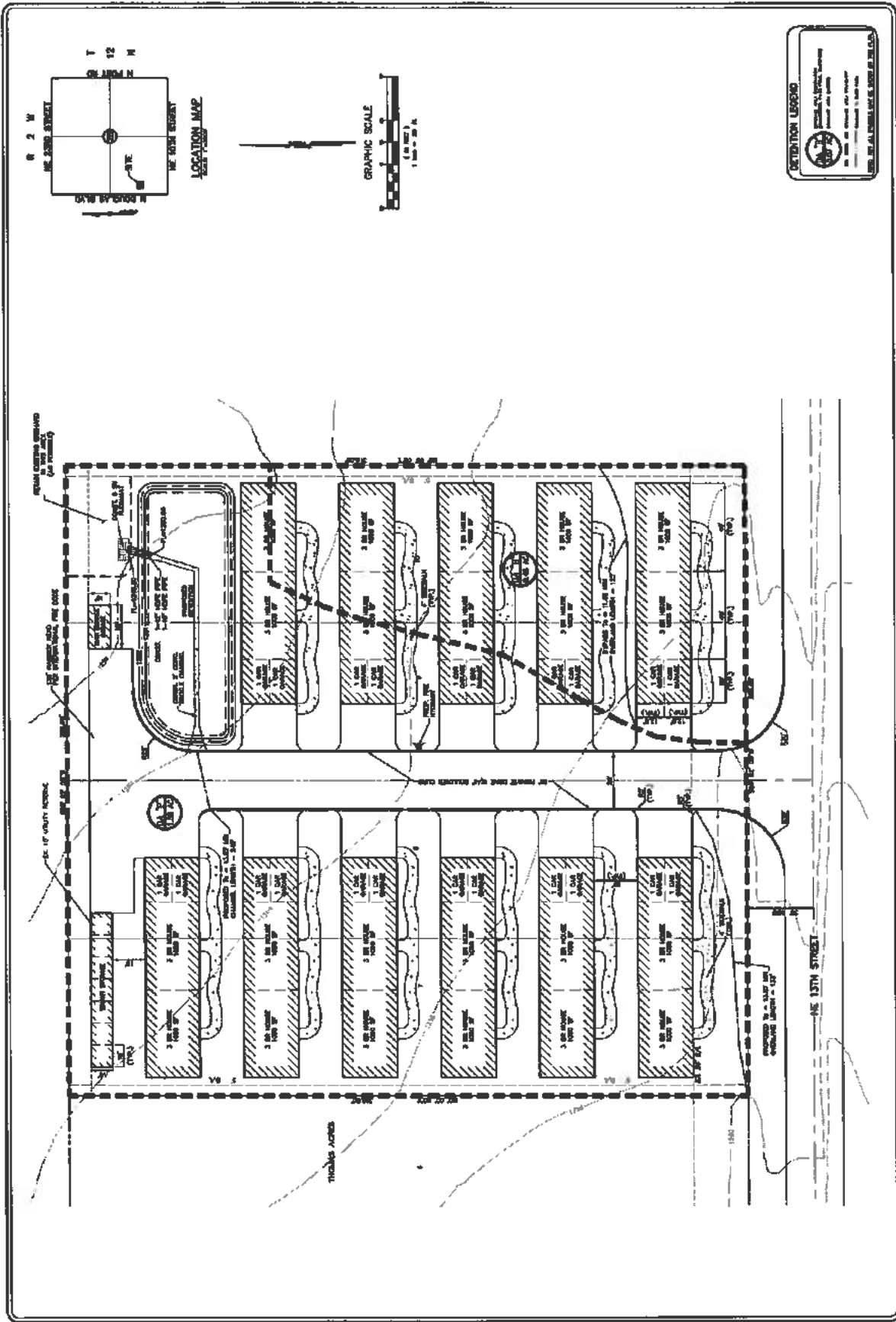
13TH STREET VILLAGE
 PROPOSED DRAINAGE
 AREA MAP
 8070 NE 13TH STREET
 WILMINGTON, OK 73180

REVISIONS

NO.	DESCRIPTION	DATE

PROJECT NUMBER
DAP

13TH STREET VILLAGE



DETENTION CALCULATIONS

13th Street Village Hydrologic Runoff Worksheet -- Historic Conditions

Summary

Date Modified: 8/26/2019

Drainage Area Designation: HISTORIC
Drainage Basin Total Area: 2.04 Acres
Weighted Runoff Coefficient (C): 0.50
Time of Concentration: 16.78 Min.

<u>I (in/hr)</u>	<u>Q (cfs)</u>
I2= 3.77	Q2= 3.84
I5= 4.53	Q5= 4.62
I10= 5.15	Q10= 5.26
I25= 5.97	Q25= 6.09
I50= 6.79	Q50= 6.92
I100= 7.54	Q100= 7.69

Supporting Calculations

Weighted Runoff Coefficient Supporting Calculations

<u>Undeveloped Land Uses:</u>	<u>Drainage Area (Acres)</u>	<u>Runoff Coefficient (C)</u>	<u>DA * C</u>
Undeveloped	2.04	0.50	1.02
Developed Land Uses:			
Rural Single Family Residential	0.00	0.60	0.00
Single Family Residential	0.00	0.70	0.00
Duplex	0.00	0.75	0.00
Quad-Plex	0.00	0.80	0.00
Apartments	0.00	0.85	0.00
Commercial - Offices	0.00	0.90	0.00
Shopping Center	0.00	0.95	0.00
Industrial	0.00	0.95	0.00
Parks and School Yards	0.00	0.50	0.00
Total Area:	2.04	0.50	1.02

Weighted C: 0.50

Time of Concentration (Tc) Supporting Calculations

Overland Flow Tc:

	<u>Upstm Elev.</u>	<u>Dwnstm Elev.</u>	<u>Reach Length (ft)</u>	<u>Slope (%)</u>	<u>Overland Condition</u>	<u>K</u>	<u>Tc (Min.)</u>
Reach 1:	1260.00	1249.00	393.00	2.80	Poor Grass	0.900	16.78
Reach 2:				0.00	Pavement	0.370	0.00

Channel Flow Tc:

	<u>Channel Length (ft)</u>	<u>Velocity (fps)</u>	<u>Tc (Min.)</u>
Reach 1:			0.00
Reach 2:			0.00

Pipe Flow Tc:

	<u>Pipe Length (ft)</u>	<u>Velocity (fps)</u>	<u>Tc (Min.)</u>
Reach 1:			0.00
Reach 2:			0.00

Total Tc: 16.78
 (For Tc < 5 min., Use Tc = 5 min.)

Runoff (Q) Supporting Calculations

Intensity (I) = A(B + Tc)^E (A, B & E obtained from table to right)
 Runoff (Q) = CI(DA)

<u>I (in/hr)</u>	<u>Q (cfs)</u>
I2= 3.77	Q2= 3.84
I5= 4.53	Q5= 4.62
I10= 5.15	Q10= 5.26
I25= 5.97	Q25= 6.09
I50= 6.79	Q50= 6.92
I100= 7.54	Q100= 7.69

Frequency (Year)	Parameters for MWC IDF Equations		
	A	B	E
2-Year	56.43	11.5	0.81
5-Year	72	15	0.8
10-Year	82	15	0.8
25-Year	95	15	0.8
50-Year	108	15	0.8
100-Year	120	15	0.8

13th Street Village Hydrologic Runoff Worksheet -- Proposed Conditions

Summary

Date Modified: 8/26/2019

Drainage Area Designation: Proposed 1
Drainage Basin Total Area: 1.58 Acres
Weighted Runoff Coefficient (C): 0.75
Time of Concentration: 13.87 Min.

I (in/hr)	Q (cfs)
I2= 4.11	Q2= 4.87
I5= 4.89	Q5= 5.79
I10= 5.57	Q10= 6.59
I25= 6.45	Q25= 7.64
I50= 7.33	Q50= 8.69
I100= 8.14	Q100= 9.65

Supporting Calculations

Weighted Runoff Coefficient Supporting Calculations

Undeveloped Land Uses:	Drainage Area (Acres)	Runoff Coefficient (C)	DA * C
Undeveloped	0.00	0.50	0.00
Developed Land Uses:			
Rural Single Family Residential	0.00	0.60	0.00
Single Family Residential	0.00	0.70	0.00
Duplex	1.58	0.75	1.19
Quad-Plex	0.00	0.80	0.00
Apartments	0.00	0.85	0.00
Commercial - Offices	0.00	0.90	0.00
Shopping Center	0.00	0.95	0.00
Industrial	0.00	0.95	0.00
Parks and School Yards	0.00	0.50	0.00
Total Area:	1.58		1.19
		Weighted C: 0.75	

Time of Concentration (Tc) Supporting Calculations

Overland Flow Tc:

	Upstm Elev.	Dwnstm Elev.	Reach Length (ft)	Slope (%)	Overland Condition	K	Tc (Min)
Reach 1:	1260.00	1257.00	133.00	2.25	Avg. Grass	1.000	13.04
Reach 2:				0.00	Pavement	0.370	0.00

Channel Flow Tc:

	Channel Length (ft)	Velocity (fps)	Tc (Min)
Reach 1:	249.00	5.00	0.83
Reach 2:			0.00

Pipe Flow Tc:

	Pipe Length (ft)	Velocity (fps)	Tc (Min)
Reach 1:		7.00	0.00
Reach 2:			0.00

Total Tc: 13.87
 (For Tc < 5 min., Use Tc = 5 min.)

Runoff (Q) Supporting Calculations

Intensity (I) = A(B + Tc)^E (A, B & E obtained from table to right)
 Runoff (Q) = C I (DA)

I (in/hr)	Q (cfs)
I2= 4.11	Q2= 4.87
I5= 4.89	Q5= 5.79
I10= 5.57	Q10= 6.59
I25= 6.45	Q25= 7.64
I50= 7.33	Q50= 8.69
I100= 8.14	Q100= 9.65

Frequency (Year)	Parameters for MWC IDF Equations		
	A	B	E
2-Year	56.43	11.5	0.81
5-Year	72	15	0.8
10-Year	82	15	0.8
25-Year	95	15	0.8
50-Year	108	15	0.8
100-Year	120	15	0.8

13th Street Village Hydrologic Runoff Worksheet -- Bypass

Summary

Date Modified: 8/26/2019

Drainage Area Designation: Bypass
Drainage Basin Total Area: 0.48 Acres
Weighted Runoff Coefficient (C): 0.75
Time of Concentration: 11.08 Min.

<u>I (in/hr)</u>	<u>Q (cfs)</u>
I2= 4.52	Q2= 1.56
I5= 5.30	Q5= 1.83
I10= 6.04	Q10= 2.08
I25= 6.99	Q25= 2.41
I50= 7.95	Q50= 2.74
I100= 8.83	Q100= 3.05

Supporting Calculations

Weighted Runoff Coefficient Supporting Calculations

<u>Undeveloped Land Uses:</u>	<u>Drainage Area (Acres)</u>	<u>Runoff Coefficient (C)</u>	<u>DA * C</u>
Undeveloped	0.00	0.50	0.00
Developed Land Uses:			
Rural Single Family Residential	0.00	0.60	0.00
Single Family Residential	0.00	0.70	0.00
Duplex	0.46	0.75	0.35
Quad-Plex	0.00	0.80	0.00
Apartments	0.00	0.85	0.00
Commercial - Offices	0.00	0.90	0.00
Shopping Center	0.00	0.95	0.00
Industrial	0.00	0.95	0.00
Parks and School Yards	0.00	0.50	0.00
Total Area:	0.46	0.75	0.35
		Weighted C:	0.75

Time of Concentration (Tc) Supporting Calculations

Overland Flow Tc:

	<u>Upstm Elev</u>	<u>Dwnstm Elev</u>	<u>Reach Length (ft)</u>	<u>Slope (%)</u>	<u>Overland Condition</u>	<u>K</u>	<u>Tc (Min.)</u>
Reach 1:	1258.20	1255.00	123.00	2.60	Poor Grass	0.900	11.08
Reach 2:	0.00	0.00	0.00	3.85	Pavement	0.370	0.00

Channel Flow Tc:

	<u>Channel Length (ft)</u>	<u>Velocity (fps)</u>	<u>Tc (Min.)</u>
Reach 1:	0.00	5.00	0.00
Reach 2:			0.00

Pipe Flow Tc:

	<u>Pipe Length (ft)</u>	<u>Velocity (fps)</u>	<u>Tc (Min.)</u>
Reach 1:			0.00
Reach 2:			0.00

Total Tc: 11.08
 (For Tc < 5 min., Use Tc = 5 min.)

Runoff (Q) Supporting Calculations

Intensity (I) = A / (B + Tc)^E (A, B & E obtained from table to right)
 Runoff (Q) = C * I * (DA)

<u>I (in/hr)</u>	<u>Q (cfs)</u>
I2= 4.52	Q2= 1.56
I5= 5.30	Q5= 1.83
I10= 6.04	Q10= 2.08
I25= 6.99	Q25= 2.41
I50= 7.95	Q50= 2.74
I100= 8.83	Q100= 3.05

Frequency (Year)	Parameters for MWC IDF Equations		
	A	B	E
2-Year	56.43	11.5	0.81
5-Year	72	15	0.8
10-Year	82	15	0.8
25-Year	95	15	0.8
50-Year	108	15	0.8
100-Year	120	15	0.8

13th Street Village Detention Critical Duration / Storage

Historic Conditions

Drainage Area = 2.04 ac.
 Intensity (I_{100}) = 7.54 in/hr
 Q100 = 7.69 cfs
 c = 0.50
 Tc = 16.78 min

Developed Conditions

Drainage Area = 1.58 ac.
 c = 0.75
 Tc = 13.87 min

Developed Bypass

Drainage Area = 0.46 ac.
 c = 0.75
 Tc = 11.08 min

Critical Duration & Required Storage Calculations (100-Year Storm)

<u>Duration</u>	<u>t</u>	<u>Qdev</u>	<u>Qrel</u>	<u>Inflow</u>	<u>Outflow</u>	<u>Qbyp</u>	<u>Storage</u>
3	11.88	14.08	3.59	2535	1818	4.10	717
4	11.38	13.49	3.77	3237	2019	3.93	1218
5	10.92	12.94	3.92	3883	2221	3.77	1662
6	10.51	12.45	4.07	4482	2425	3.62	2057
7	10.12	11.99	4.20	5037	2630	3.49	2408
8	9.77	11.57	4.32	5556	2836	3.37	2720
9	9.44	11.19	4.44	6041	3043	3.26	2999
10	9.14	10.83	4.54	6497	3251	3.15	3246
11	8.86	10.49	4.64	6926	3460	3.06	3466
12	8.59	10.18	4.73	7331	3669	2.96	361
13	8.35	9.89	4.81	7714	3880	2.88	3834
14	8.11	9.62	4.89	8077	4091	2.80	3987
15	7.90	9.36	4.97	8423	4302	2.72	4120
16	7.69	9.12	5.04	8751	4514	2.65	4237
17	7.50	8.89	5.11	9065	4727	2.59	4338
18	7.32	8.67	5.17	9365	4941	2.52	4425
19	7.14	8.47	5.23	9652	5154	2.47	4498
20	6.98	8.27	5.28	9927	5369	2.41	4559
21	6.83	8.09	5.34	10191	5583	2.35	4608
22	6.68	7.91	5.39	10445	5798	2.30	4647
23	6.54	7.75	5.44	10689	6014	2.26	4676
24	6.40	7.59	5.48	10925	6230	2.21	4695
25	6.27	7.43	5.53	11152	6446	2.16	4706
26	6.15	7.29	5.57	11371	6662	2.12	4709
27	6.03	7.15	5.61	11583	6879	2.08	4704
28	5.92	7.02	5.65	11788	7096	2.04	4692
29	5.81	6.89	5.69	11986	7313	2.01	4673

13th Street Village Hydrologic Runoff Worksheet -- Proposed Conditions Flume

Summary

Date Modified: 8/26/2019

Drainage Area Designation: Flume
Drainage Basin Total Area: 1.58 Acres
Weighted Runoff Coefficient (C): 0.75
Time of Concentration: 13.87 Min.

<i>I (in/hr)</i>	<i>Q (cfs)</i>
I2= 4.11	Q2= 4.87
I5= 4.89	Q5= 5.79
I10= 5.57	Q10= 6.59
I25= 6.45	Q25= 7.64
I50= 7.33	Q50= 8.69
I100= 8.14	Q100= 9.65

Supporting Calculations

Weighted Runoff Coefficient Supporting Calculations

<u>Undeveloped Land Uses:</u>	<u>Drainage Area (Acres)</u>	<u>Runoff Coefficient (C)</u>	<u>DA * C</u>
Undeveloped	0.00	0.50	0.00
<u>Developed Land Uses:</u>			
Rural Single Family Residential	0.00	0.80	0.00
Single Family Residential	0.00	0.70	0.00
Duplex	1.58	0.75	1.19
Quad-Plex	0.00	0.80	0.00
Apartments	0.00	0.85	0.00
Commercial - Offices	0.00	0.90	0.00
Shopping Center	0.00	0.95	0.00
Industrial	0.00	0.95	0.00
Parks and School Yards	0.00	0.50	0.00
Total Area:	1.58	Weighted C: 0.75	1.19

Time of Concentration (Tc) Supporting Calculations

Overland Flow Tc:

	<u>Upstm Elev.</u>	<u>Dwnstm Elev.</u>	<u>Reach Length (ft)</u>	<u>Slope (%)</u>	<u>Overland Condition</u>	<u>K</u>	<u>Tc (Min.)</u>
Reach 1:	1260.00	1257.00	133.00	2.26	Avg. Grass	1.000	13.04
Reach 2:				0.00	Pavement	0.370	0.00

Channel Flow Tc:

	<u>Channel Length (ft)</u>	<u>Velocity (fps)</u>	
Reach 1:	249.00	5.00	0.83
Reach 2:			0.00

Pipe Flow Tc:

	<u>Pipe Length (ft)</u>	<u>Velocity (fps)</u>	
Reach 1:		7.00	0.00
Reach 2:			0.00

Total Tc: 13.87
 (For Tc < 5 min., Use Tc = 5 min.)

Runoff (Q) Supporting Calculations

Intensity (I) = A/(B + Tc)^E (A, B & E obtained from table to right)
 Runoff (Q) = C I (DA)

<i>I (in/hr)</i>	<i>Q (cfs)</i>
I2= 4.11	Q2= 4.87
I5= 4.89	Q5= 5.79
I10= 5.57	Q10= 6.59
I25= 6.45	Q25= 7.64
I50= 7.33	Q50= 8.69
I100= 8.14	Q100= 9.65

Frequency (Year)	Parameters for MWC IDF Equations		
	A	B	E
2-Year	56.43	11.5	0.81
5-Year	72	15	0.8
10-Year	82	15	0.8
25-Year	95	15	0.8
50-Year	108	15	0.8
100-Year	120	15	0.8

Storm Sewer Structure Capacity Worksheet

Channel Capacity Summary

Trapezoidal Channel Capacity Supporting Calculations

Channel Capacity calculated by Manning's Equation = $(1.49 \cdot AR^{2/3} S^{1/2})/n$

<u>Channel Linear Capacity</u>	
Bottom Width:	4 Feet
Channel Height:	0.5 Feet
Side Slope:	0 to 1
Material:	RCP
Slope:	5.00%
Manning's n:	0.013
Area (A):	2.00 Square Feet
Wetted Perimeter (P):	5.00 Feet
Hydraulic Radius (A/P):	0.40 Feet
Velocity (V):	13.91 Ft/s
Capacity (Q):	27.83 CFS

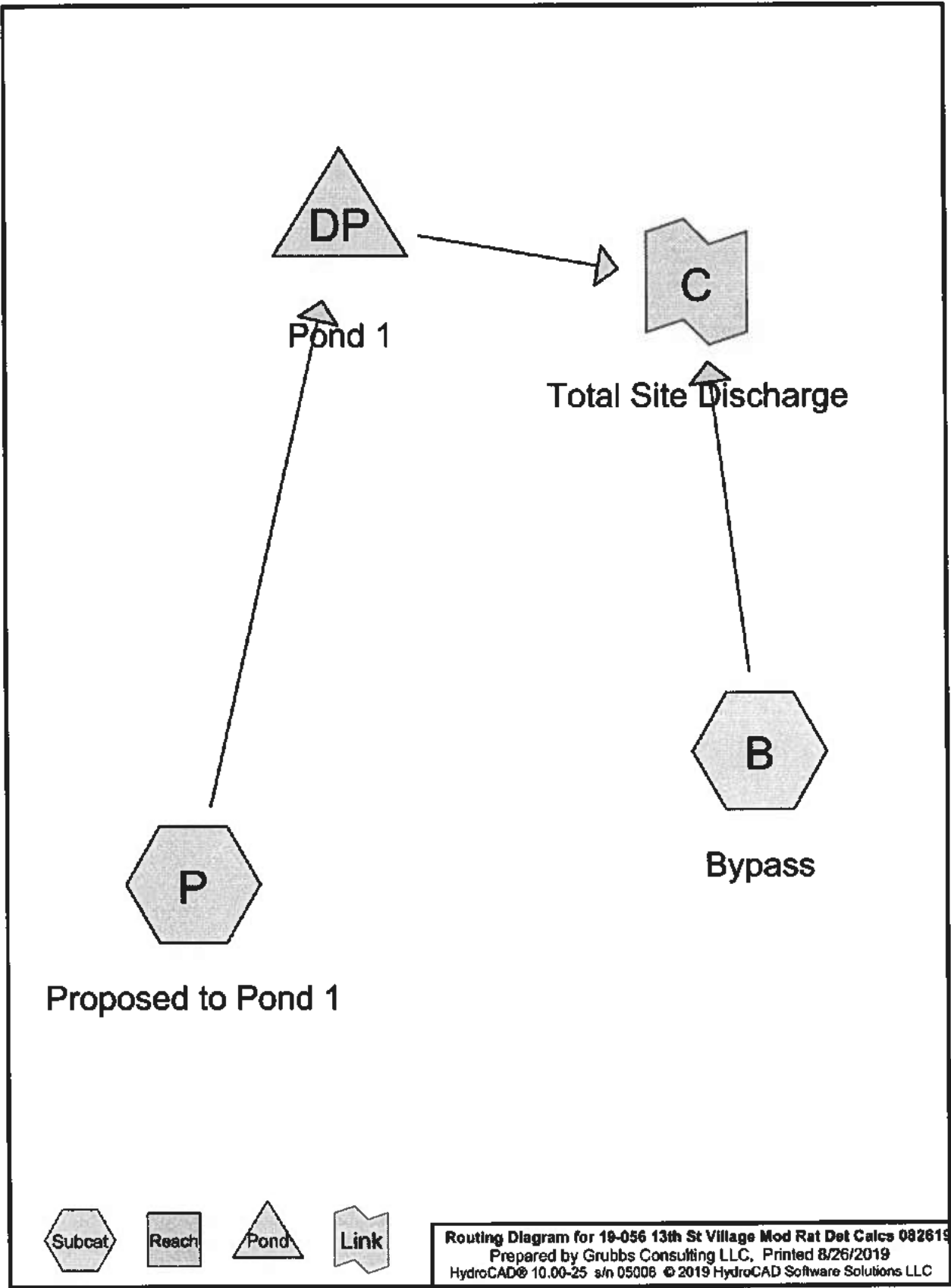
Weir Capacity Worksheet

Weir Capacity Summary

Weir Capacity Supporting Calculations

Weir Capacity calculated by $Q = 3.33bH^{3/2}$

<u>Weir Capacity</u>	
b:	9.0
H:	0.5
Capacity (Q):	10.80 CFS
Q100:	9.85 CFS
Depth:	5.46 Inches



19-056 13th St Village Mod Rat Det Calcs 082619

Prepared by Grubbs Consulting LLC

Printed 8/26/2019

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Page 2

Area Listing (all nodes)

<u>Area (acres)</u>	<u>C</u>	<u>Description (subcatchment-numbers)</u>
2.040	0.75	(B, P)
2.040	0.75	TOTAL AREA

19-056 13th St Village Mod Rat Det Calcs 082619

Prepared by Grubbs Consulting LLC

Printed 8/26/2019

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Page 3

Pipe Listing (all nodes)

Line#	Node Number	In-Invert (feet)	Out-Invert (feet)	Length (feet)	Slope (ft/ft)	n	Diam/Width (inches)	Height (inches)	Inside-Fill (inches)
1	DP	1,250.00	1,249.50	35.0	0.0143	0.013	12.0	0.0	0.0
2	DP	1,250.00	1,249.50	35.0	0.0143	0.013	10.0	0.0	0.0

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment B: Bypass Runoff Area=0.460 ac 0.00% Impervious Runoff Depth=1.79"
Tc=11.08 min C=0.75 Runoff=2.37 cfs 0.069 af

Subcatchment P: Proposed to Pond 1 Runoff Area=1.580 ac 0.00% Impervious Runoff Depth=1.79"
Tc=13.87 min C=0.75 Runoff=8.16 cfs 0.236 af

Pond DP: Pond 1 Peak Elev=1,251.35' Storage=4,131 cf Inflow=8.16 cfs 0.236 af
Outflow=5.31 cfs 0.236 af

Link C: Total Site Discharge Inflow=7.38 cfs 0.305 af
Primary=7.38 cfs 0.305 af

Total Runoff Area = 2.040 ac Runoff Volume = 0.305 af Average Runoff Depth = 1.79"
100.00% Pervious = 2.040 ac 0.00% Impervious = 0.000 ac

Summary for Subcatchment B: Bypass

Runoff = 2.37 cfs @ 0.19 hrs, Volume= 0.069 af, Depth= 1.79"

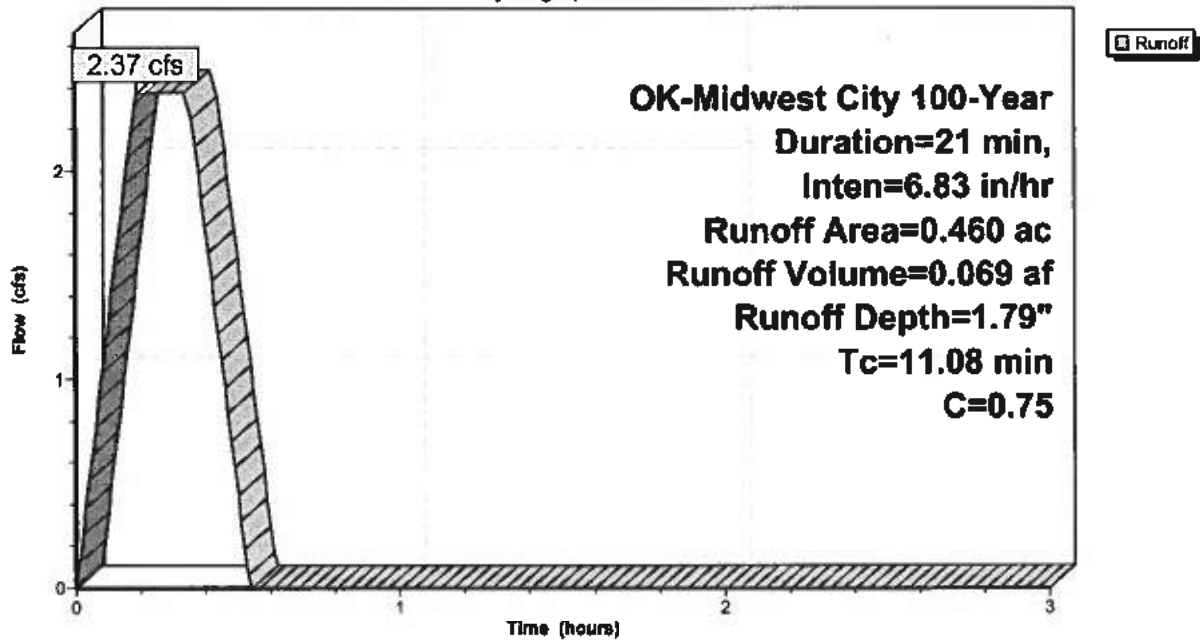
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
 OK-Midwest City 100-Year Duration=21 min, Inten=6.83 in/hr

Area (ac)	C	Description
0.460	0.75	
0.460		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
11.08					Direct Entry,

Subcatchment B: Bypass

Hydrograph



Summary for Subcatchment P: Proposed to Pond 1

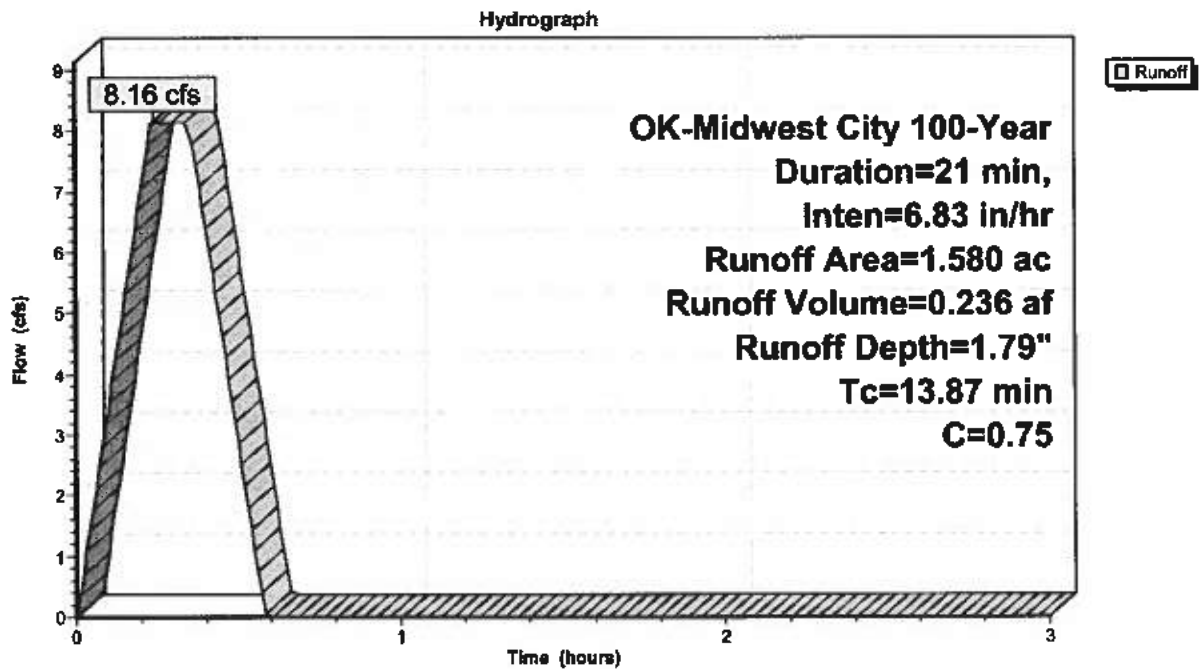
Runoff = 8.16 cfs @ 0.24 hrs, Volume= 0.236 af, Depth= 1.79"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
 OK-Midwest City 100-Year Duration=21 min, Inten=6.83 in/hr

Area (ac)	C	Description
1.580	0.75	
1.580		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
13.87					Direct Entry,

Subcatchment P: Proposed to Pond 1



Summary for Pond DP: Pond 1

Inflow Area = 1.580 ac, 0.00% Impervious, Inflow Depth = 1.79" for 100-Year event
 Inflow = 8.16 cfs @ 0.24 hrs, Volume= 0.236 af
 Outflow = 5.31 cfs @ 0.43 hrs, Volume= 0.236 af, Atten= 35%, Lag= 11.4 min
 Primary = 5.31 cfs @ 0.43 hrs, Volume= 0.236 af

Routing by Stor-Ind method, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
 Peak Elev= 1,251.35' @ 0.43 hrs Surf.Area= 4,495 sf Storage= 4,131 cf

Plug-Flow detention time= 10.4 min calculated for 0.235 af (100% of inflow)
 Center-of-Mass det. time= 10.4 min (27.8 - 17.4)

Volume	Invert	Avail.Storage	Storage Description			
#1	1,250.00'	7,248 cf	Custom Stage Data (Irregular) Listed below (Recalc)			
Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)	
1,250.00	0	0.0	0	0	0	
1,250.50	3,766	279.0	628	628	6,195	
1,251.00	4,191	288.0	1,988	2,616	6,625	
1,251.50	4,630	298.0	2,204	4,820	7,114	
1,252.00	5,083	307.0	2,427	7,248	7,573	

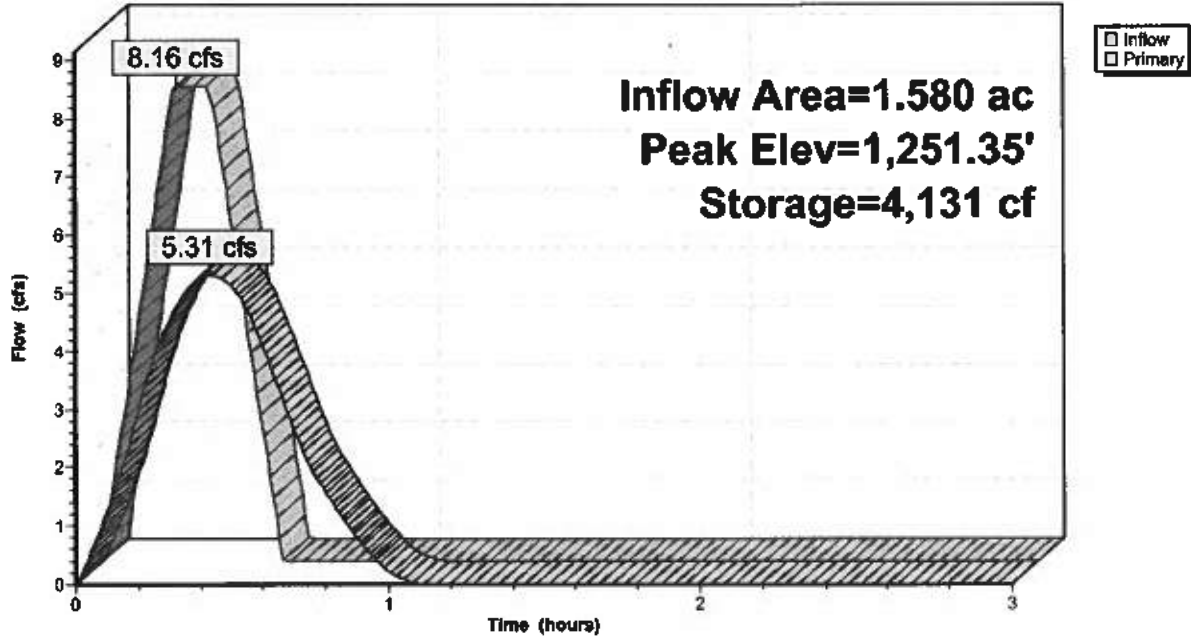
Device	Routing	Invert	Outlet Devices
#1	Primary	1,250.00'	12.0" Round Culvert L= 35.0' CPP, mitered to conform to fill, Ke= 0.700 Inlet / Outlet Invert= 1,250.00' / 1,249.50' S= 0.0143 ' Cc= 0.900 n= 0.013, Flow Area= 0.79 sf
#2	Primary	1,250.00'	10.0" Round Culvert L= 35.0' CPP, mitered to conform to fill, Ke= 0.700 Inlet / Outlet Invert= 1,250.00' / 1,249.50' S= 0.0143 ' Cc= 0.900 n= 0.013, Flow Area= 0.55 sf

Primary OutFlow Max=5.31 cfs @ 0.43 hrs HW=1,251.35' (Free Discharge)

- 1=Culvert (Inlet Controls 3.07 cfs @ 3.91 fps)
- 2=Culvert (Inlet Controls 2.24 cfs @ 4.10 fps)

Pond DP: Pond 1

Hydrograph

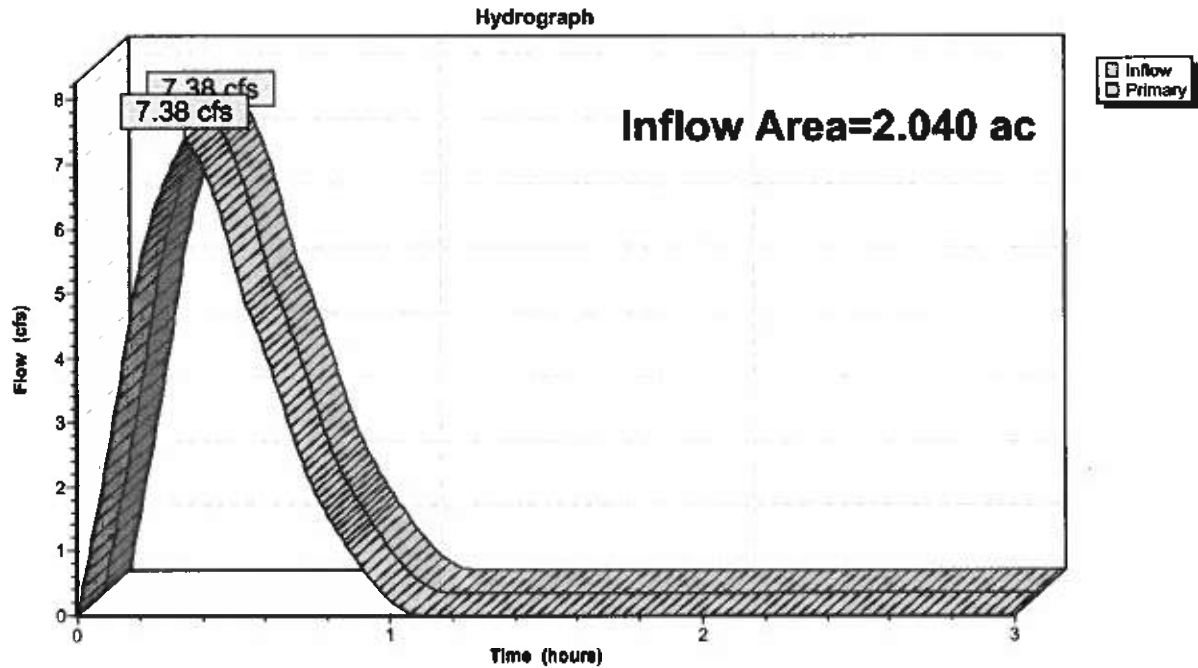


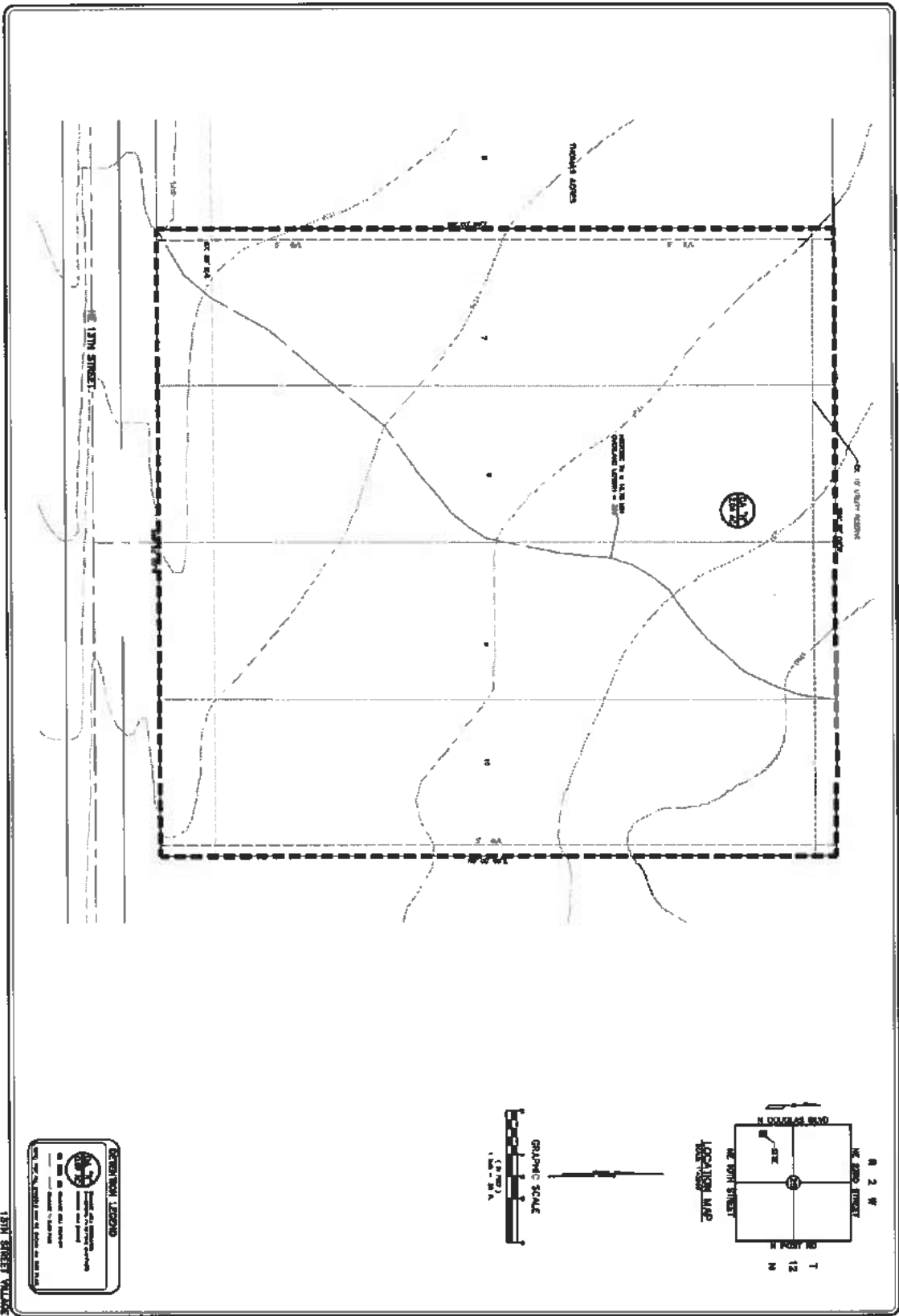
Summary for Link C: Total Site Discharge

Inflow Area = 2.040 ac, 0.00% Impervious, Inflow Depth = 1.79" for 100-Year event
Inflow = 7.38 cfs @ 0.35 hrs, Volume= 0.305 af
Primary = 7.38 cfs @ 0.35 hrs, Volume= 0.305 af, Atten= 0%, Lag= 0.0 min

Primary outflow = Inflow, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs

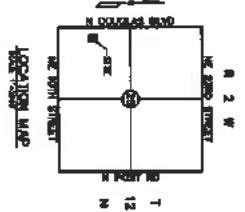
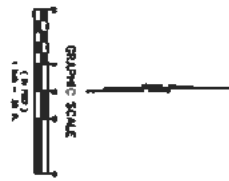
Link C: Total Site Discharge





KEY TO SYMBOLS

- Existing Street
- - - Proposed Street
- Proposed Drainage Area Boundary
- Proposed Drainage Area Boundary
- Proposed Drainage Area Boundary



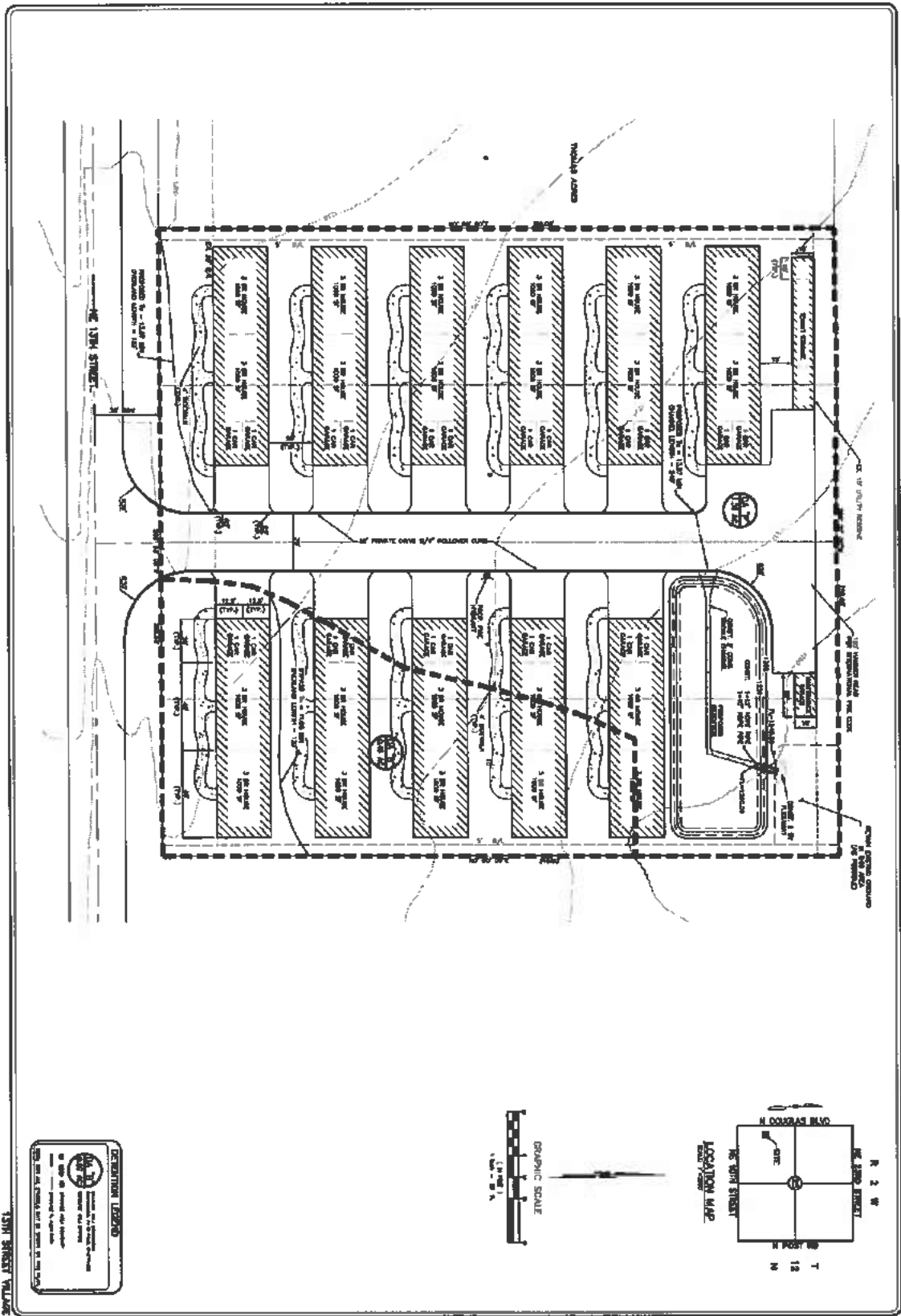
DAH
DESIGN AND ARCHITECTURE
15th Street Village

REVISIONS		
NO.	DESCRIPTION	DATE

15TH STREET VILLAGE
8000 NE 15TH STREET
MURKIN CITY, OK 73140
HISTORIC DRAINAGE AREA MAP



RUBBS CONSULTING, LLC
CIVIL, ENGINEERING & LAND PLANNING
1500 N. 15th Street
Tulsa, OK 74103
Phone: (918) 259-2244
Fax: (918) 259-2245
www.rubbsconsulting.com



13TH STREET VILLAGE

LEGEND

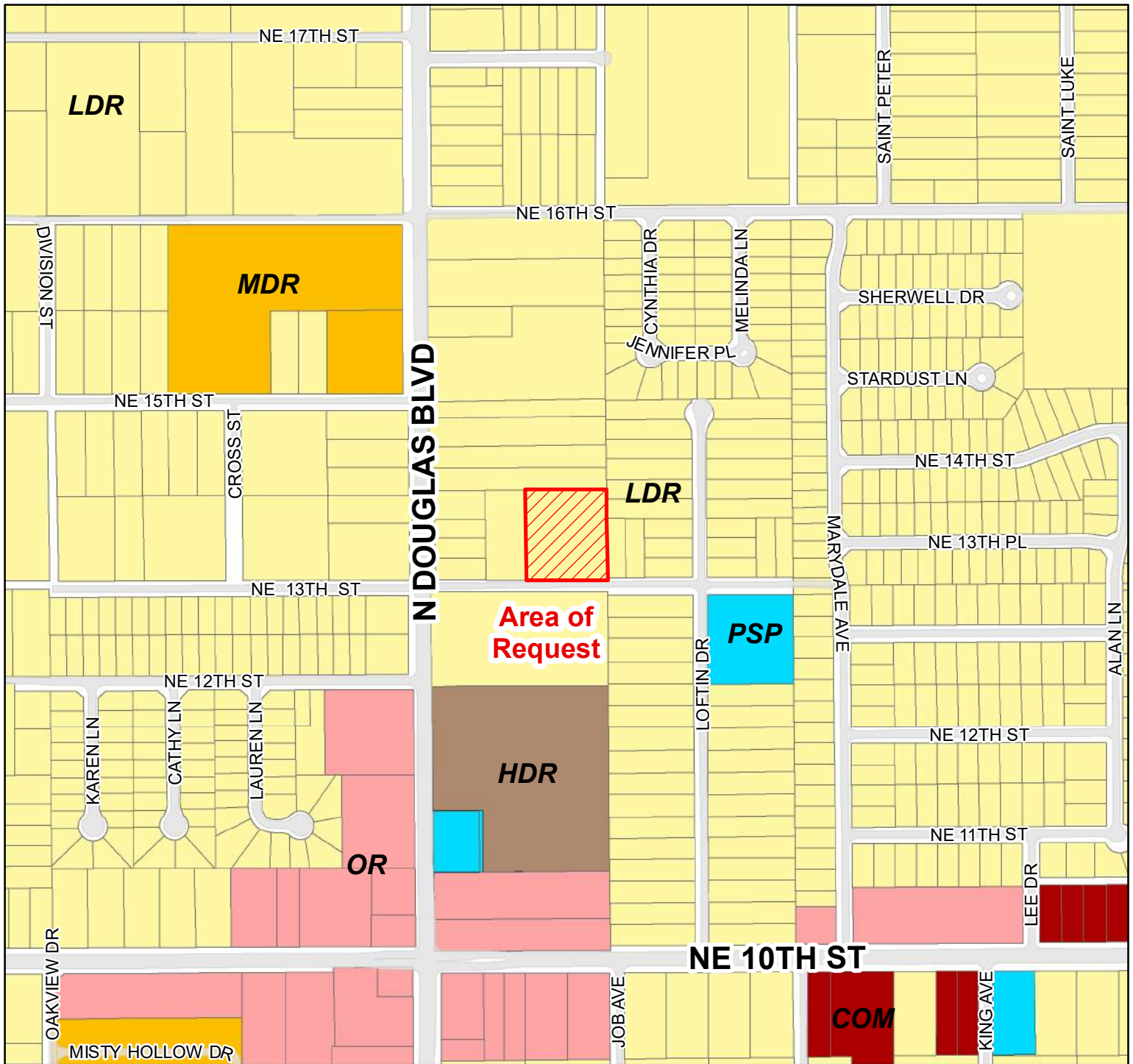
CATCH BASIN
 PROPOSED DRAINAGE LINE
 PROPERTY LINE
 EASEMENT
 UTILITY LINE
 STREET
 RIGHT-OF-WAY

NO.	REVISIONS DESCRIPTION	DATE
1	ISSUED FOR PERMIT	10/15/10
2	REVISED TO SHOW PROPOSED DRAINAGE	10/20/10
3	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10
4	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10
5	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10
6	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10
7	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10
8	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10
9	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10
10	REVISED TO SHOW PROPOSED DRAINAGE	11/01/10

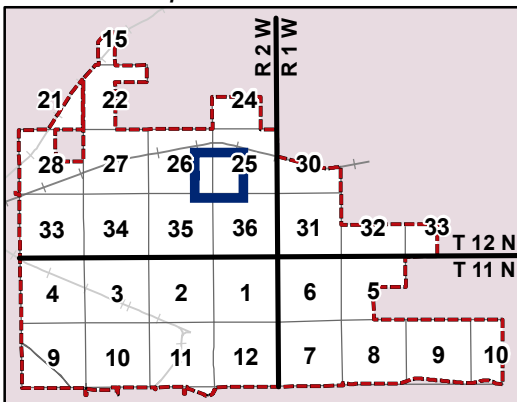
13TH STREET VILLAGE
 5070 NC 13TH STREET
 HUNTER CREEK, NC 27511
PROPOSED DRAINAGE AREA MAP



RUBBS CONSULTING, LLC
 CIVIL, MECHANICAL & LAND PLANNING
 500 S. 10th Street
 Raleigh, NC 27601
 Phone: 919.833.8888
 Fax: 919.833.8889
 www.rubbsconsulting.com



Locator Map



Future Land Use Legend

- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

**FUTURE LAND USE
MAP FOR
PC-2023**

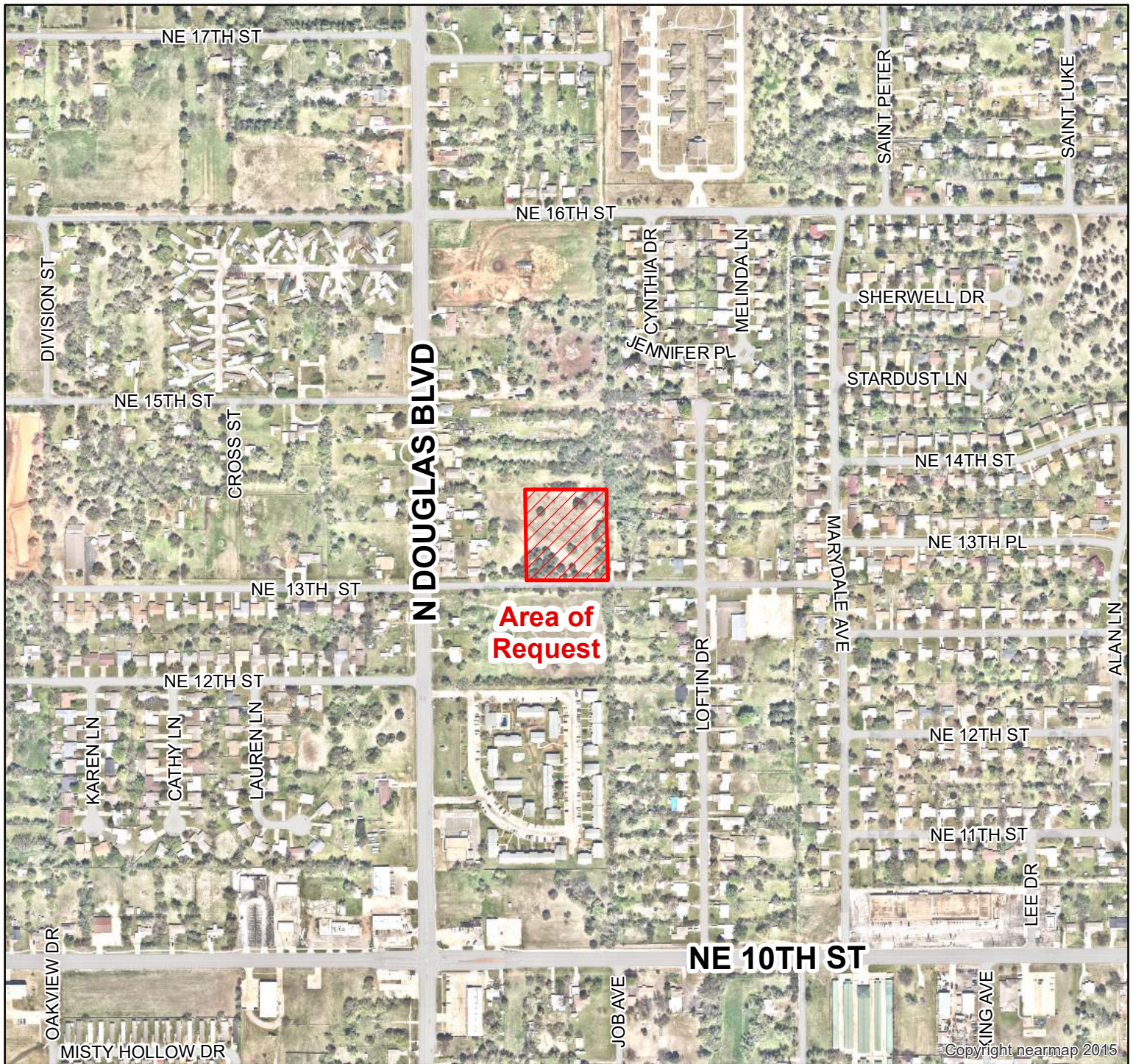
(SW/4, Sec. 25, T12N, R2W)



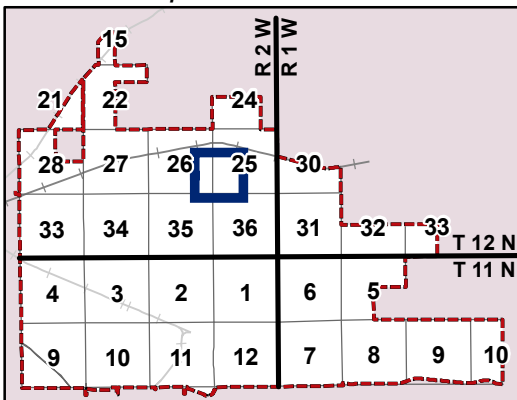
0 500 1,000 Feet

1 inch = 500 feet

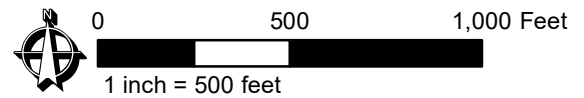
THIS MAP IS A GENERAL INFORMATION PUBLIC RESOURCE. THE CITY OF MIDWEST CITY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED ON THIS MAP. ANY PARTY'S USE OR RELIANCE ON THIS MAP OR ANY INFORMATION ON IT IS AT THAT PARTY'S OWN RISK AND WITHOUT LIABILITY TO THE CITY OF MIDWEST CITY, ITS OFFICIALS OR ITS EMPLOYEES FOR ANY DISCREPANCIES, ERRORS OR VARIANCES THAT MAY EXIST.



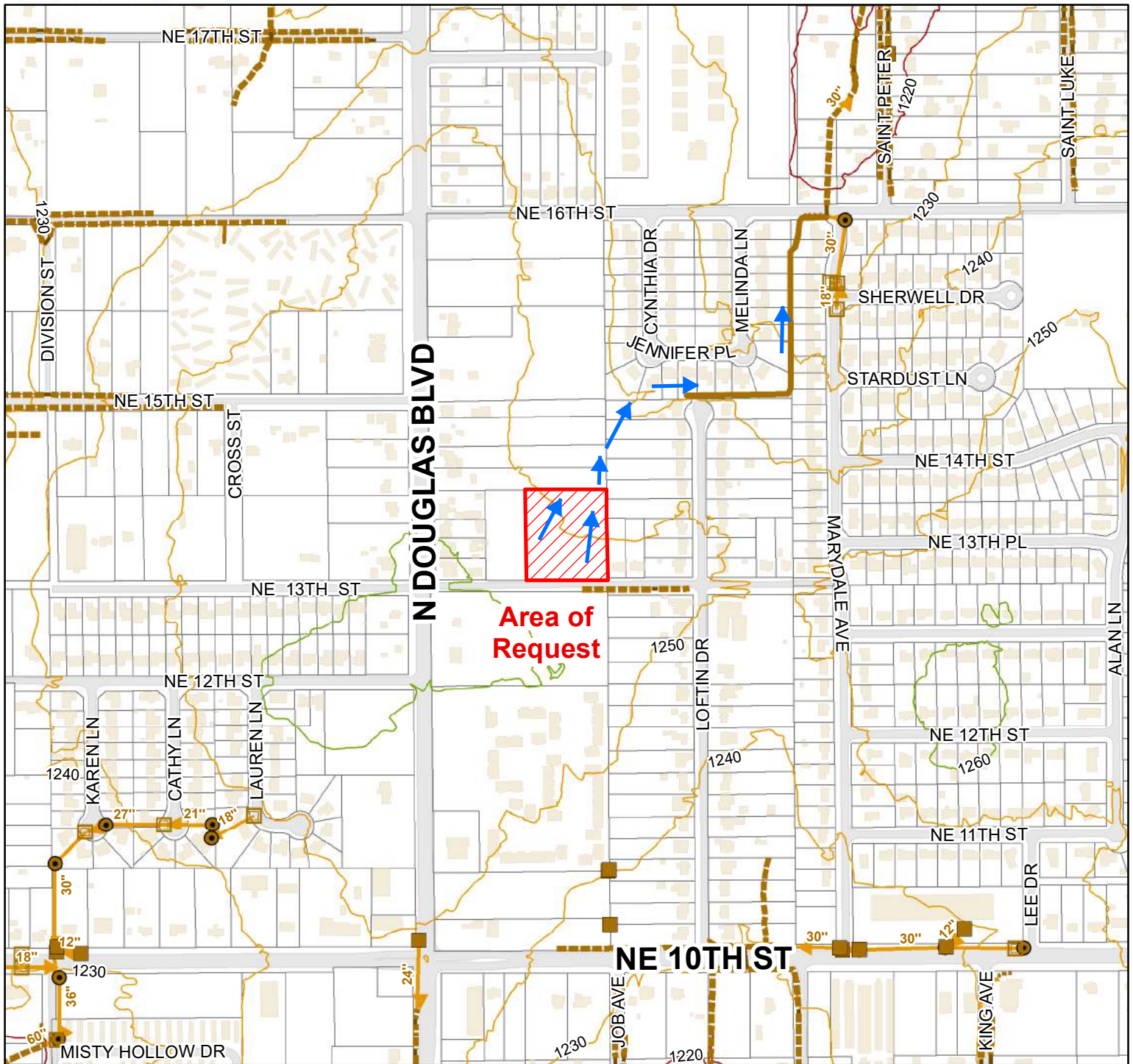
Locator Map



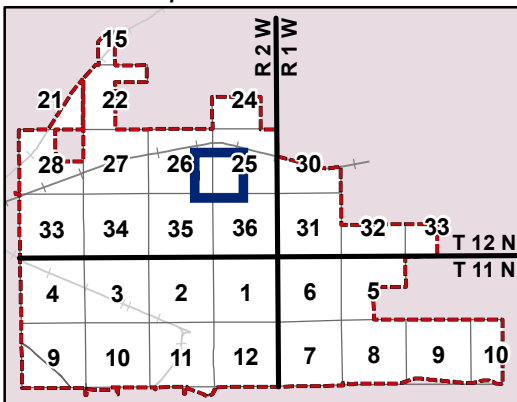
**2019 NEARMAP AERIAL VIEW FOR
PC-2023
(SW/4, Sec. 25, T12N, R2W)**



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Locator Map



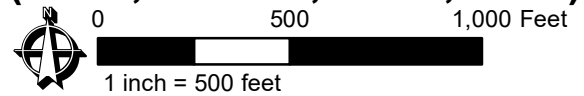
- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
 - 1278-1324 ft

2009 FEMA Floodplains

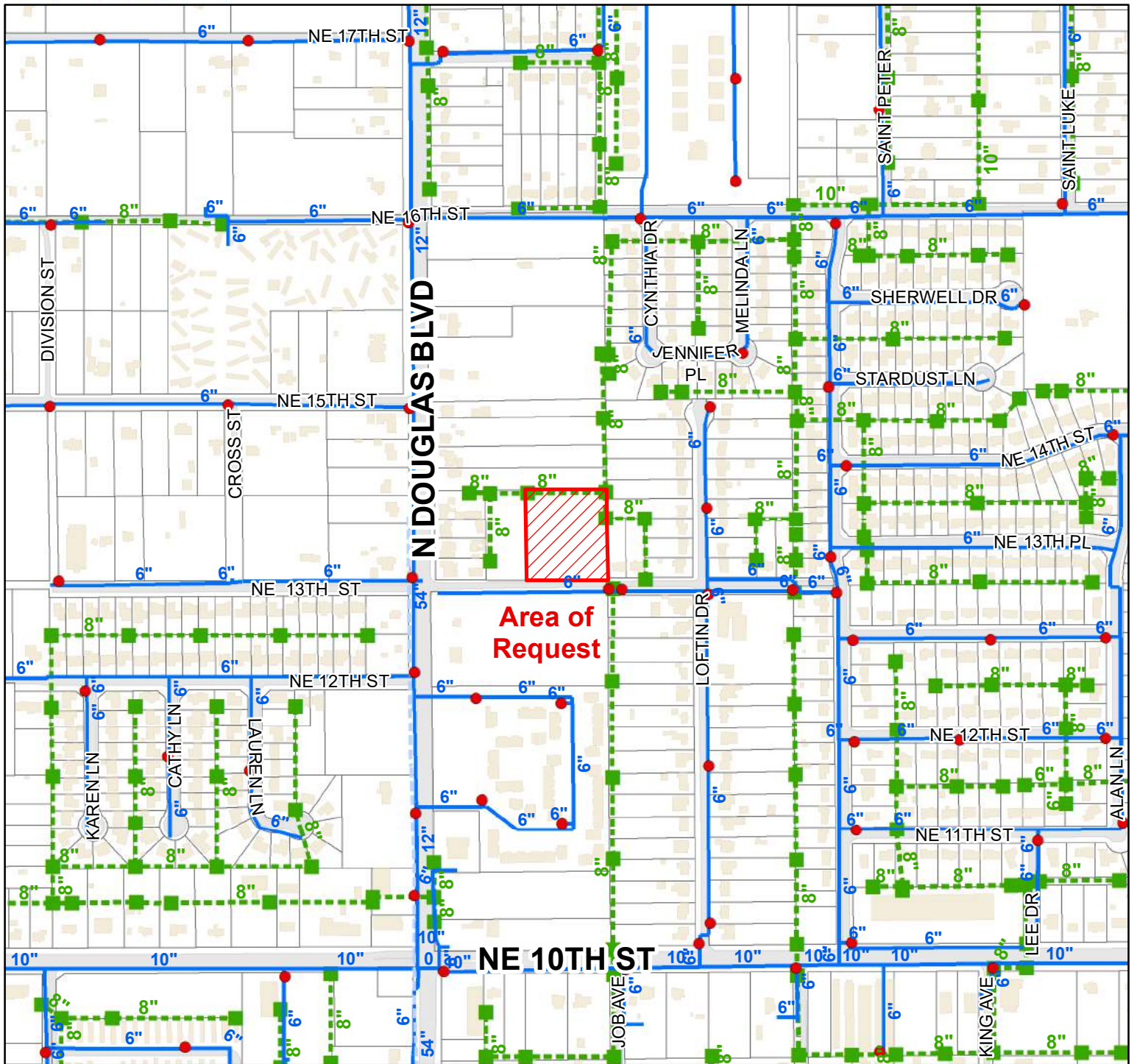
- 500-yr floodplain
- 100-yr floodplain
- 2009 FEMA Floodway
- FLOODWAY

DRAINAGE LOCATION MAP FOR PC-2023

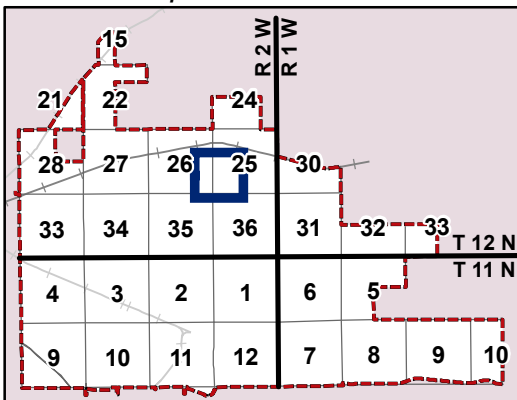
(SW/4, Sec. 25, T12N, R2W)



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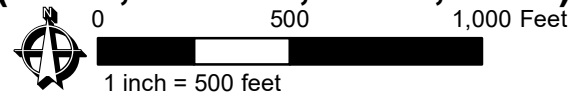
Locator Map



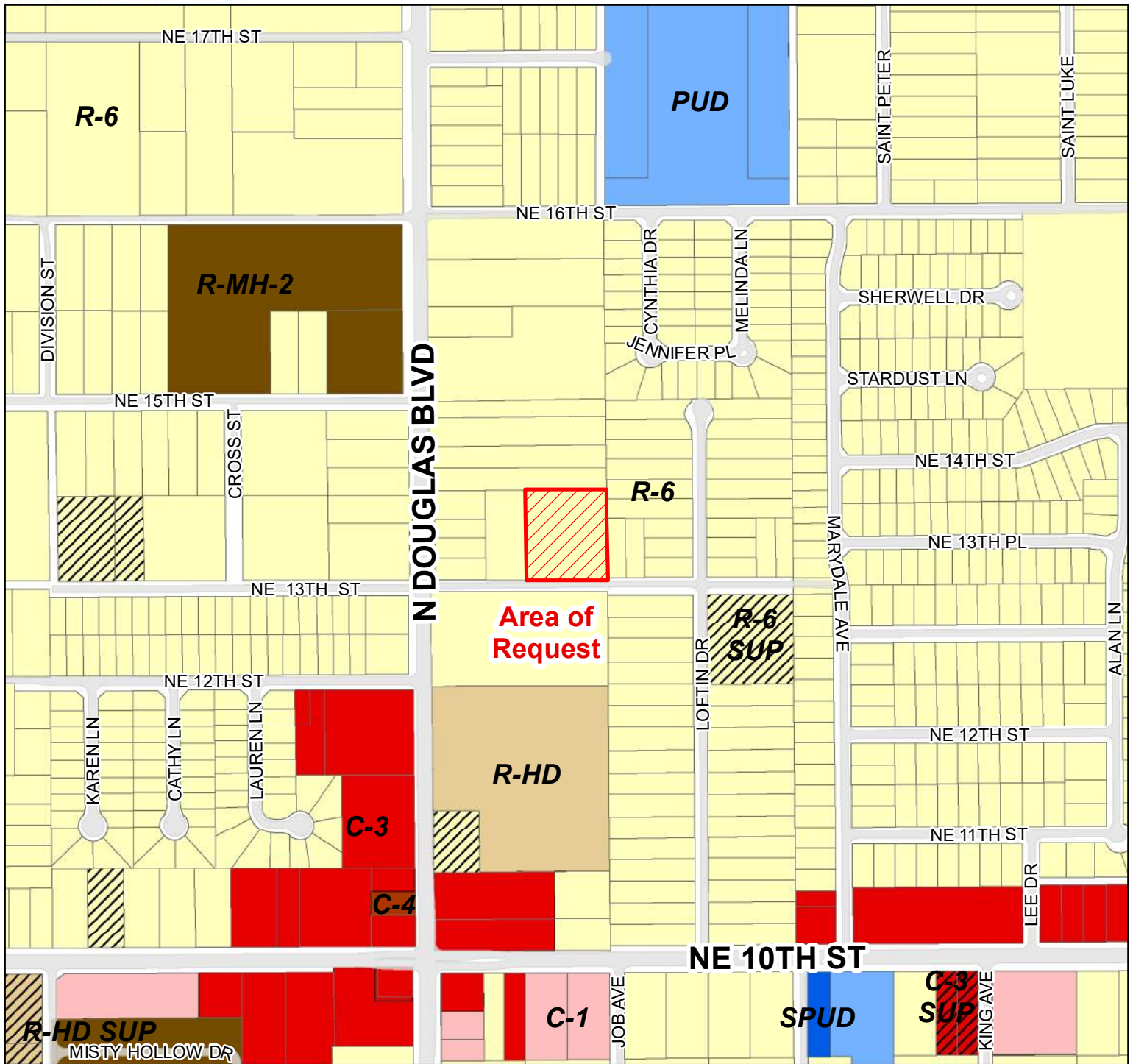
Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - OKC Cross Country
 - Sooner Utilities
 - Thunderbird
 - Unknown
- Sewer Manholes
- Sewer Lines

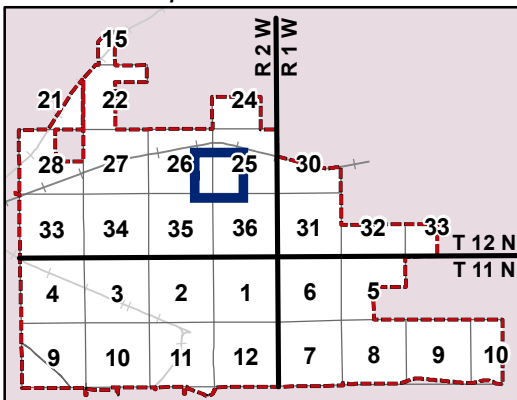
**WATER/SEWER LINE
LOCATION MAP FOR
PC-2023
(SW/4, Sec. 25, T12N, R2W)**



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Locator Map



Current Zoning Legend

A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-2 SUP	O-2 SUP	R-HD SUP
C-3	R-6	R-MH-1
C-3 SUP	R-6 SUP	R-MH-2
C-4	R-8	PUD
C-4 SUP	R-10	SPUD
I-1	R-22	HOS
I-2		HOS SUP

**ZONING MAP FOR
PC-2023**

(SW/4, Sec. 25, T12N, R2W)



0 500 1,000 Feet

1 inch = 500 feet

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1 **PC-2023**

2 **ORDINANCE NO. _____**

3 **AN ORDINANCE RECLASSIFYING THE ZONING DISTRICT OF THE PROPERTY**
4 **DESCRIBED IN THIS ORDINANCE TO PUD, PLANNED UNIT DEVELOPMENT AND**
5 **DIRECTING AMENDMENT OF THE OFFICIAL ZONING DISTRICT MAP TO RE-**
6 **FLECT THE RECLASSIFICATION OF THE PROPERTY’S ZONING DISTRICT; AND**
7 **PROVIDING FOR REPEALER AND SEVERABILITY**

8 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

9 **ORDINANCE**

10 **SECTION 1.** That the zoning district of the following described property is hereby reclassified
11 to PUD, Planned Unit Development, subject to the conditions contained in the PC-2023 file, and
12 that the official Zoning District Map shall be amended to reflect the reclassification of the prop-
13 erty’s zoning district as specified in this ordinance:

14 Lots 7-10 of the Thomas Acres Addition, part of the SW/4 of Section 25, T12N,
15 R2W, City of Midwest City, OK

16 **SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are
17 hereby repealed.

18 **SECTION 3. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is
19 for any reason held to be invalid, such decision shall not affect the validity of the remaining por-
20 tions of the ordinance.

21 PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma,
22 on the _____ day of _____, 2019.

23 THE CITY OF MIDWEST CITY, OKLA-
24 HOMA

25 _____
26 MATTHEW D. DUKES II, Mayor

27 ATTEST:

28 _____
29 SARA HANCOCK, City Clerk

30 APPROVED as to form and legality this _____ day of _____, 2019.

Heather Poole, City Attorney

PC-2023

RESOLUTION NO. 2019-_____

A RESOLUTION AMENDING THE 2008 COMPREHENSIVE PLAN MAP CLASSIFICATION FROM LDR, LOW DENSITY RESIDENTIAL TO MDR, HIGH DENSITY RESIDENTIAL, FOR THE PROPERTY DESCRIBED IN THIS RESOLUTION WITHIN THE CITY OF MIDWEST CITY, OKLAHOMA.

WHEREAS, the 2008 Comprehensive Plan Map of Midwest City, Oklahoma shows the following described property identified as LDR, Low Density Residential:

Lots 7-10 of the Thomas Acres Addition, part of the SW/4 of Section 25, T12N, R2W, City of Midwest City, OK

WHEREAS, it is the desire of the Midwest City Council to amend the classification of the referenced property to Medium Density Residential;

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

That the classification of above described property located in Midwest City, Oklahoma is hereby changed to Medium Density Residential on the 2008 Comprehensive Plan Map.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, this _____ day of _____, 2019.

CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this _____ day of _____, 2019.

HEATHER POOLE, City Attorney



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Brandon Bundy, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Current Planning Manager
COMPREHENSIVE PLANNING
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

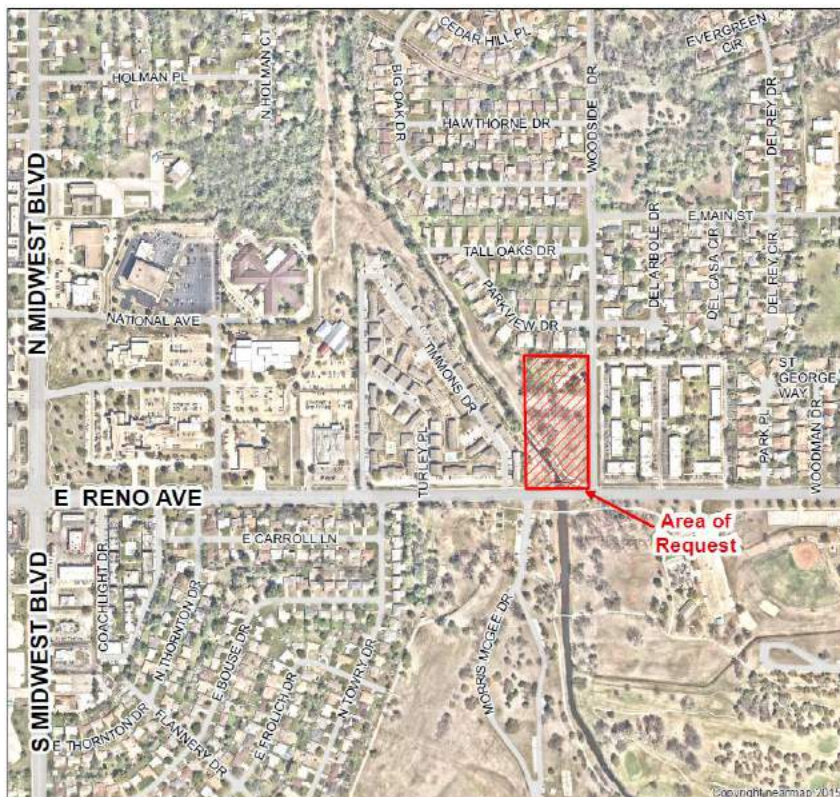
To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: October 22, 2019

Subject: (PC-2024) Discussion and consideration of approval of the Animal Shelter Preliminary Plat for the properties described as a part the SW/4 of Section 35, T12N, R2W, addressed as 8485 E. Reno, 2901 Woodside Drive and 2905 Woodside Drive.

Executive Summary: This preliminary plat is being requested in order to combine the three (3) existing lots into one (1) lot for development of the Midwest City Animal Shelter. A zoning amendment was approved in September of 2019 to allow for the use of an animal shelter. A portion of the site is within the floodplain which is shown on the preliminary plat. All required public improvements are currently in place and available to the site with the exception of a sidewalk along Woodside Dr. If this preliminary plat is approved, staff will submit a bond for the sidewalk improvements and install the sidewalk during construction, following approval of the final plat. Staff recommends approval.



Dates of Hearing:

Planning
Commission –
October 1, 2019
City Council –
October 22, 2019

Owner: Midwest
City Memorial
Hospital Authority

Applicant: Staff

Proposed Use: New
Animal Welfare
Center

Size:
The area of request
has a frontage of
approximately
328.87' along E.

Reno Avenue and a depth of approximately 660.68' along Woodman Drive containing an area of approximately 4.99 acres, more or less.

Development Proposed by Comprehensive Plan:

Area of Request – Parks and Open Space (POS)

North – Low Density Residential (LDR)

South and West – Parks and Open Space (POS)

East and West – High Density Residential (HDR)

Zoning Districts:

Area of Request – C-4, General Commercial with a Special Use Permit

North and South – R-6, Single Family Detached Residential

East and West – R-HD, High Density Residential

Land Use:

Area of Request – vacant



North – duplexes



South – Dog Park/Regional Park



East – Woodside Village Apartments



West – Parkview Apartments and Trail



Municipal Code Citation:

38-18.1. Purpose

The purpose of a Preliminary Plat shall be to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development, and the overall compliance of the land division with applicable requirements of the Subdivision Ordinance.

History:

1. The property has been zoned R-6, Single Family Detached Residential since the adoption of the 1985 Zoning Map.
2. The area of request has never been platted.
3. The property was rezoned to C-4, General Commercial with a Special Use Permit to allow the use of Animal Sales and Services: Kennels and Veterinary Services, General under PC-2020 in September of 2019.
4. Planning Commission recommended approval of this item October 1, 2019

Staff Comments:

Engineer's report:

Water Supply and Distribution

A six (6) inch public water main is located on the north side of East Reno Avenue in the street right-of-way extending along the south side of the area of request. An eight (8) inch public water main is located on the west side of Woodside Drive in the street right-of-way extending along the east side of the area of request. Public water mains extend across the full frontage of the development. Water line improvements are not required as outlined in Municipal Code 43-32.

Sanitary Sewerage Collection and Disposal

A thirty (30) inch and two eight (8) inch public sewer mains bisect the property at different locations in the area of request. Sewer line improvements are not required as outlined in Municipal Code 43-109.

Streets and Sidewalks

Access to the area of request is available from East Reno Avenue and Woodside Drive. East Reno Avenue is classified as a secondary arterial road in the 2008 Comprehensive Plan. East Reno Avenue is a four (4) lane, curbed, asphalt concrete roadway. Current code requires a total street right-of-way width of one hundred (100) feet for secondary arterial roads and presently, East Reno Avenue has one hundred (100) feet of right-of-way adjacent to and parallel to the of the area of request.

Woodside Drive is classified as a collector road in the 2008 Comprehensive Plan. Woodside Drive is a two (2) lane, curbed, asphalt concrete roadway. Current code requires a total street right-of-way width of sixty (60) feet for collector roads and presently, Woodside Drive has sixty (60) feet of right-of-way adjacent to and parallel to the of the area of request.

Right of way grants to the city are not required with this application.

Street improvements are not required with this application

Woodside Drive does not meet current code requirements for sidewalks. As outlined in Municipal Code 38-47, the applicant will be required to install the sidewalk or post a bond equivalent to the installation cost prior to filing an application for the final plat.

Drainage and Flood Control, Wetlands, and Sediment Control

The area of request is undeveloped. The site is bisected and drained by Soldier Creek. The area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate map (FIRM) number 40109C0310H, dated December 12, 2009. All construction activities will follow FEMA regulations for development located in the floodplain. The regulatory floodway will not be impacted.

Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application. All required easements will be dedicated when the final plat is filed.

Fire Marshal's report:

The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15.

Plan Review Comments:

This project was included in the 2018 General Obligation Bond election and the plat is being requested in order to combine three (3) unplatted lots into one (1) lot for development of the new Midwest City Animal Shelter.

Tree preservation is not required as the area being platted contains less than 5 acres.

Prior to application for a final plat, the required sidewalk along Woodside Drive must be installed or a bond must be presented ensuring that the sidewalk will be installed during construction.

Staff recommends approval of this request.

Action Required: Approve or reject the Animal Shelter Preliminary Plat located on the property as noted herein, subject to the staff comments found in the October 22, 2019 agenda packet and made a part of PC- 2024 file.



Billy Harless,
Community Development Director

The City of
MIDWEST CITY

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING DIVISION

William Harless, Community Development Director
Patrick Menefee, P.E., C.F.M., City Engineer

To : Kellie Gilles, Plans Review Manager

From : Patrick Menefee, City Engineer

Date : September 20th, 2019

Subject : Engineering staff comments for pc-2024 preliminary plat application

ENGINEERING STAFF CODE CITATIONS AND COMMENTS - PC-2024:

Water Supply and Distribution

A six (6) inch public water main is located on the north side of East Reno Avenue in the street right-of-way extending along the south side of the area of request. An eight (8) inch public water main is located on the west side of Woodside Drive in the street right-of-way extending along the east side of the area of request. Public water mains extend across the full frontage of the development. Water line improvements are not required as outlined in Municipal Code 43-32.

Sanitary Sewerage Collection and Disposal

A thirty (30) inch and two eight (8) inch public sewer mains bisect the property at different locations in the area of request. Sewer line improvements are not required as outlined in Municipal Code 43-109.

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Right of way grants to the city are not required with this application.

Street improvements are not required with this application

Woodside Drive does not meet current code requirements for sidewalks. As outlined in Municipal Code 38-47, the applicant will be required to install the sidewalk or post a bond equivalent to the installation cost prior to filing an application for the final plat.

Drainage and Flood Control, Wetlands, and Sediment Control

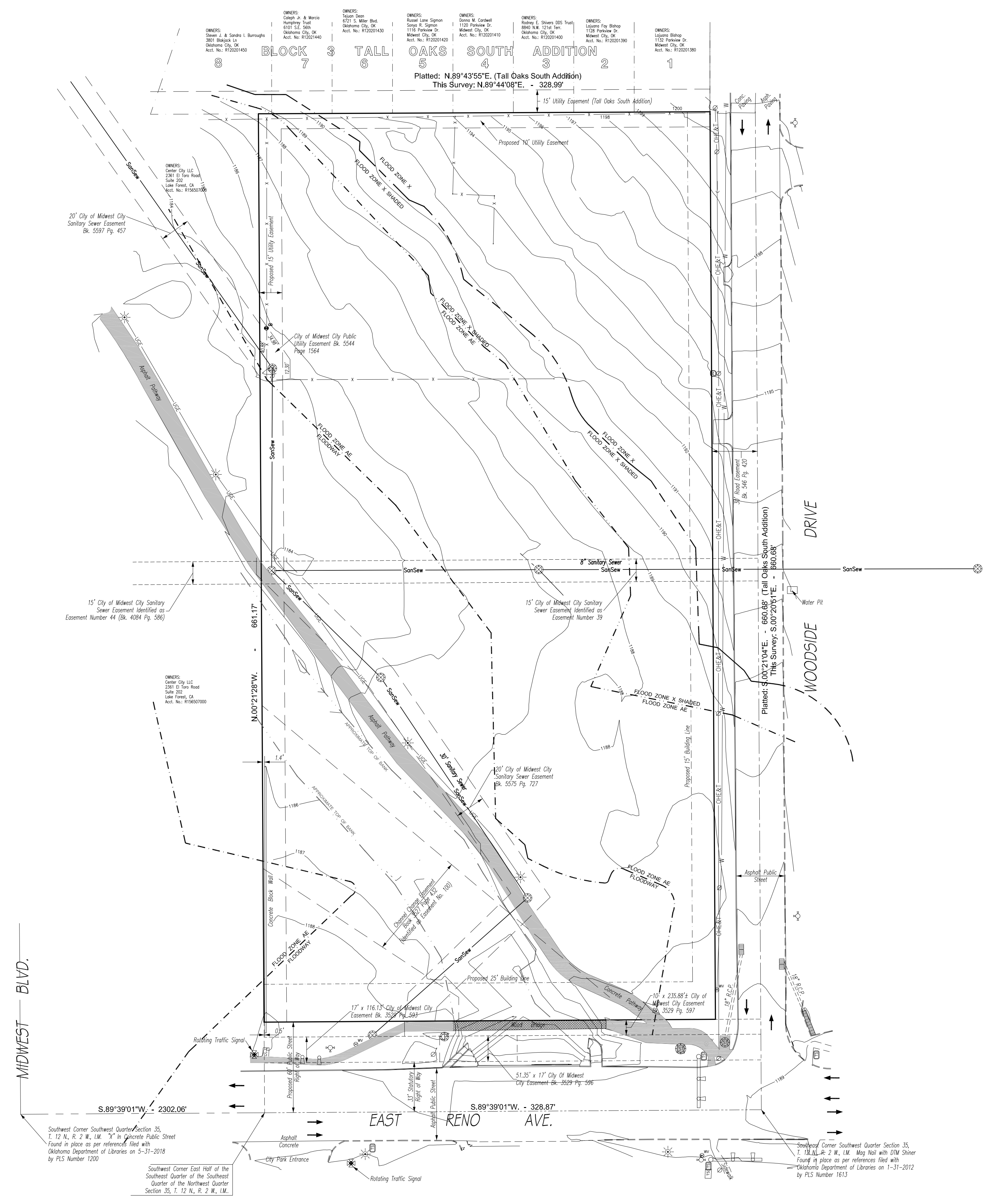
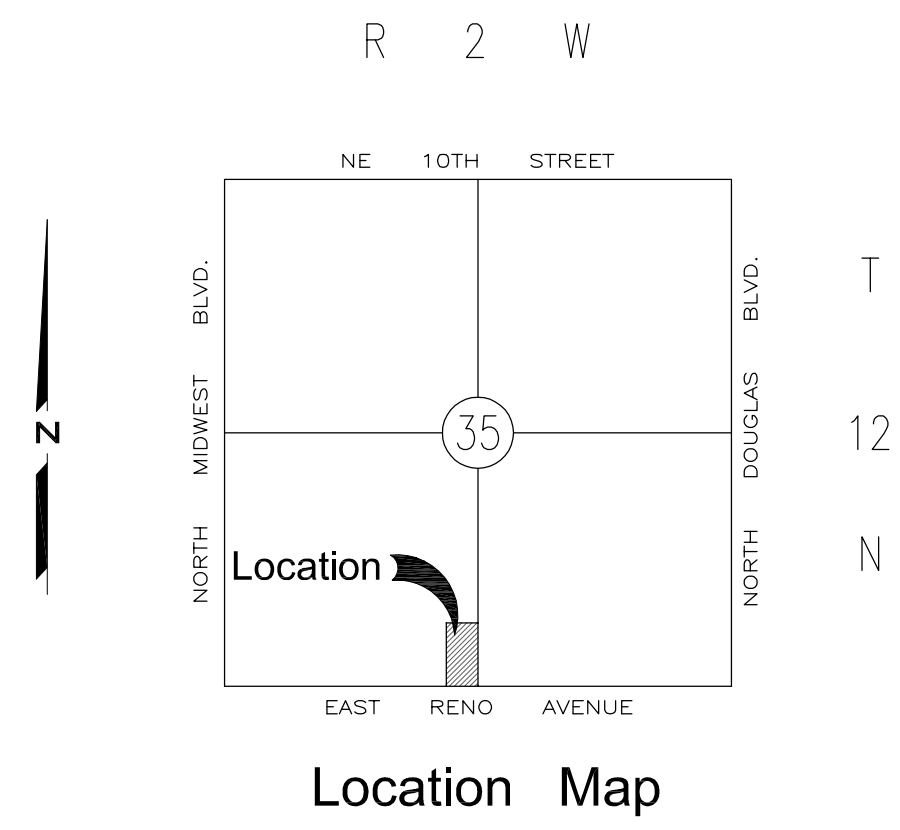
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Drainage and detention improvements are not required with this application.

Easements and Right-of-Way

No additional rights-of-way and/or easements are required with this application. All required easements will be dedicated when the final plat is filed.

**PRELIMINARY PLAT
MIDWEST CITY ANIMAL SHELTER**
A part of the Southwest Quarter of Section 35, T. 12 N., R. 2 W., I.M.
Midwest City, Oklahoma County, Oklahoma

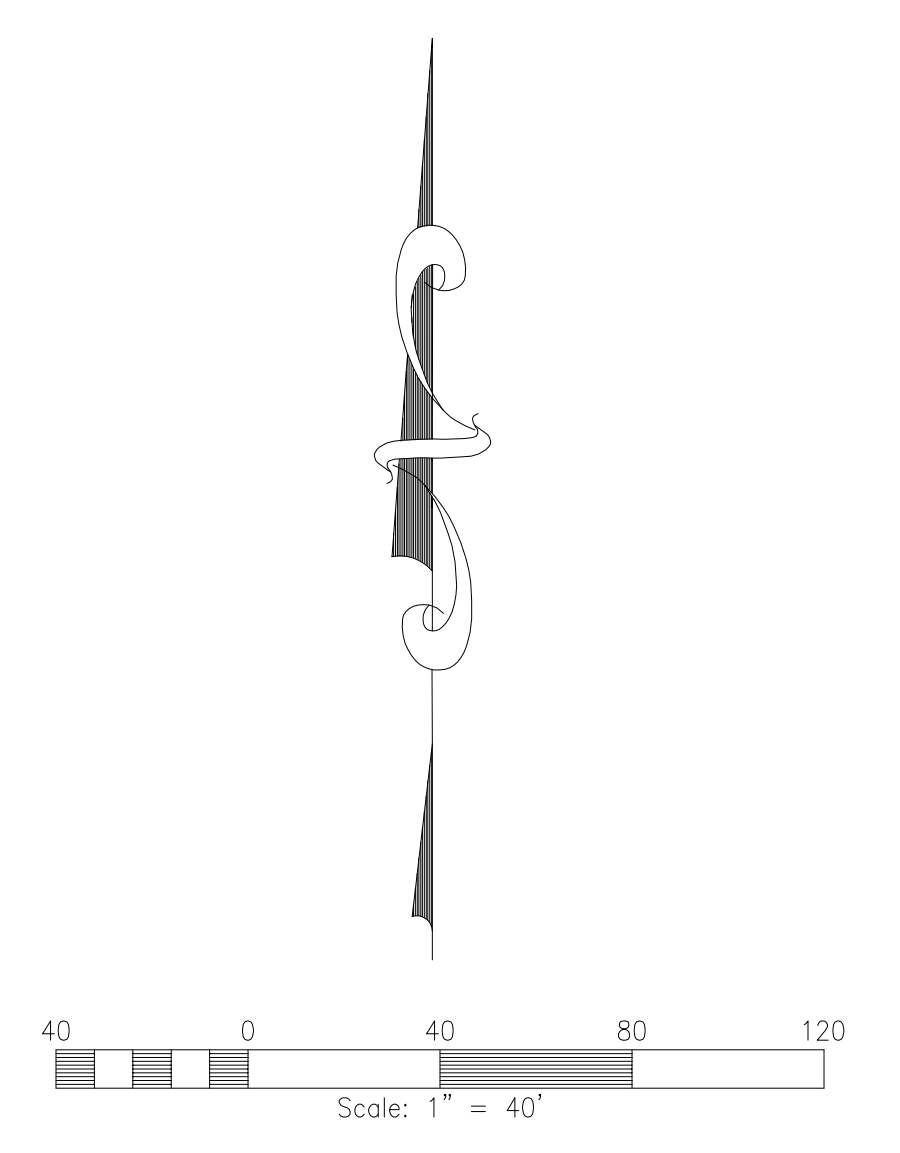


Legal Description

East Half (E/2) of the Southeast Quarter (SE/4) of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of Section 35, T. 12 N., R. 2 W., I.M., Oklahoma County, Oklahoma.

Legend

- Sanitary Sewer Manhole
- Top of Rim Elevation
- Flow Line Elevation
- Storm Sewer Manhole
- Storm Sewer Inlet
- Top of Grate Elevation
- Flow Line Elevation
- Fire Hydrant
- Water Valve
- Traffic Signal
- Traffic Signal Control Box
- Rotating Traffic Signal Pole
- Traffic Signal Wiring Box
- Water Main
- Overhead Electric And Telephone
- Telephone Service Pedestal
- Telephone Manhole
- A.T. & T. Underground Cable
- Underground Electric Cable
- Light Pole
- Power Pole
- Fence Line
- Traffic Direction Arrow
- Existing Tree



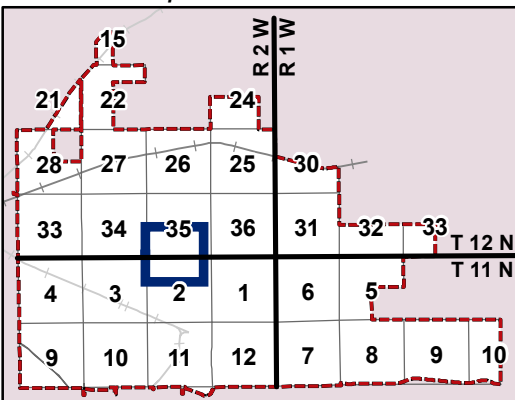
Survey and Plat by:
James S. Yager
Licensed Professional Land Surveyor 30 June 2021
Certificate of Authorization Number 2778 Expires: 30 June 2021
1212 South Air Depot • Number 19 Suite 102
Midwest City, Oklahoma 73110 Telephone: 405-737-3412/Fax: 405-737-4215

File Name: C:\RENO WOODSIDE\TOP0.DWG
Date of Survey:
Date of Revision:
Page 1 of 1

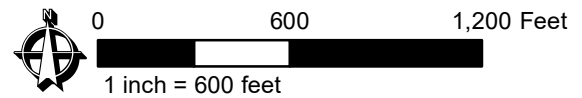


Copyright nearmap 2015

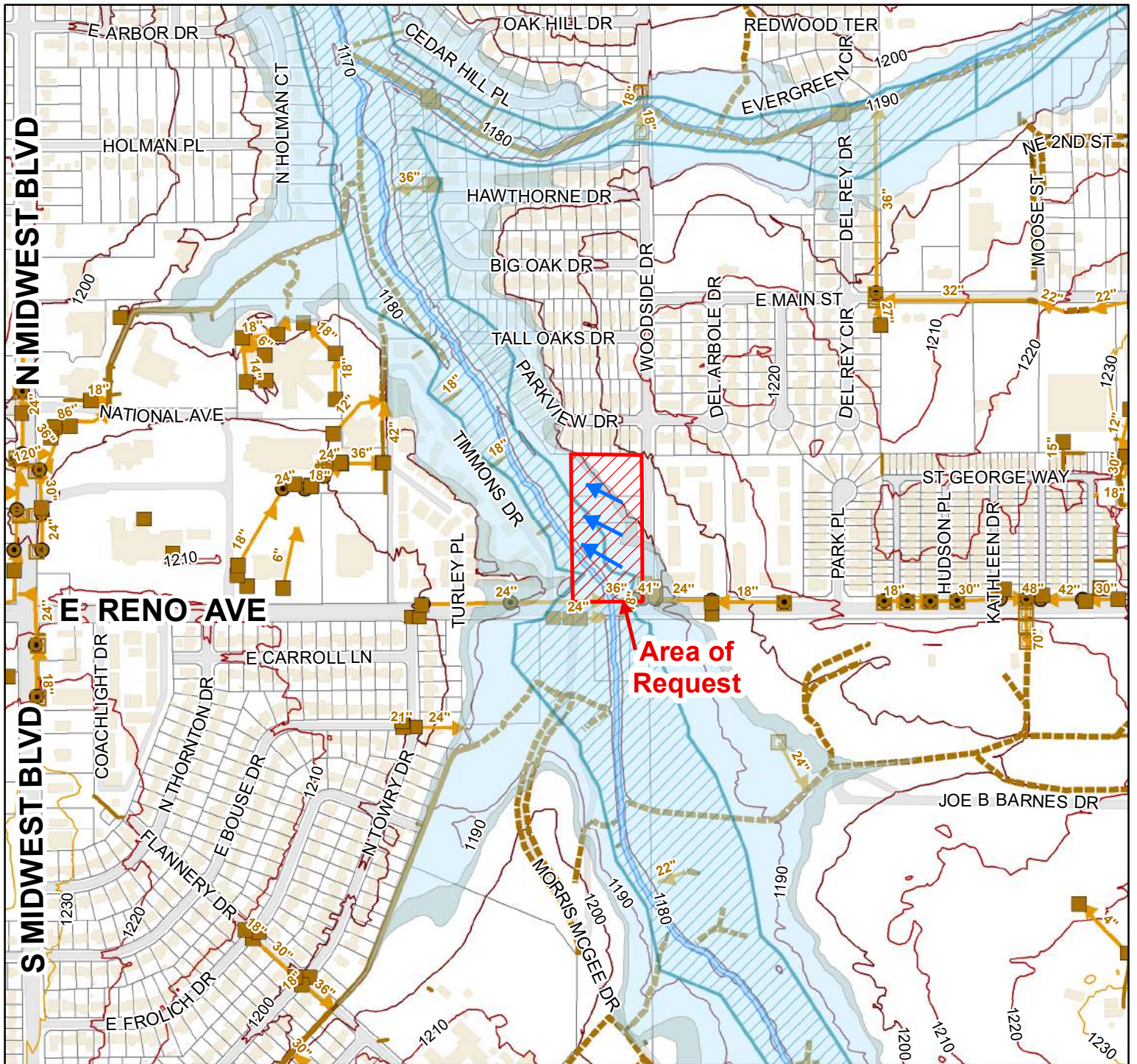
Locator Map



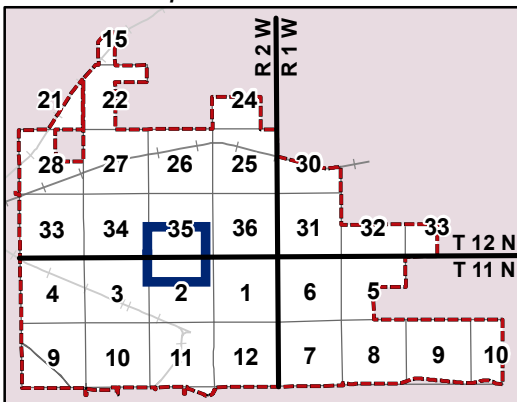
2019 NEARMAP AERIAL VIEW FOR PC-2024 (SW/4, Sec. 35, T12N, R2W)



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Locator Map



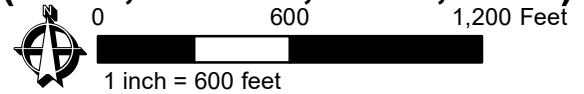
- Drainage Legend**
- Curb Inlets
 - Inlets
 - Junction Box
 - Culverts
 - Flumes
 - Developed Channels
 - Trickle Channels
 - Undeveloped Channels
 - Storm Lines
 - Creeks
- ELEVATION**
- 1166-1204 ft
 - 1204-1228 ft
 - 1228-1250 ft
 - 1250-1278 ft
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2009 FEMA Floodplains

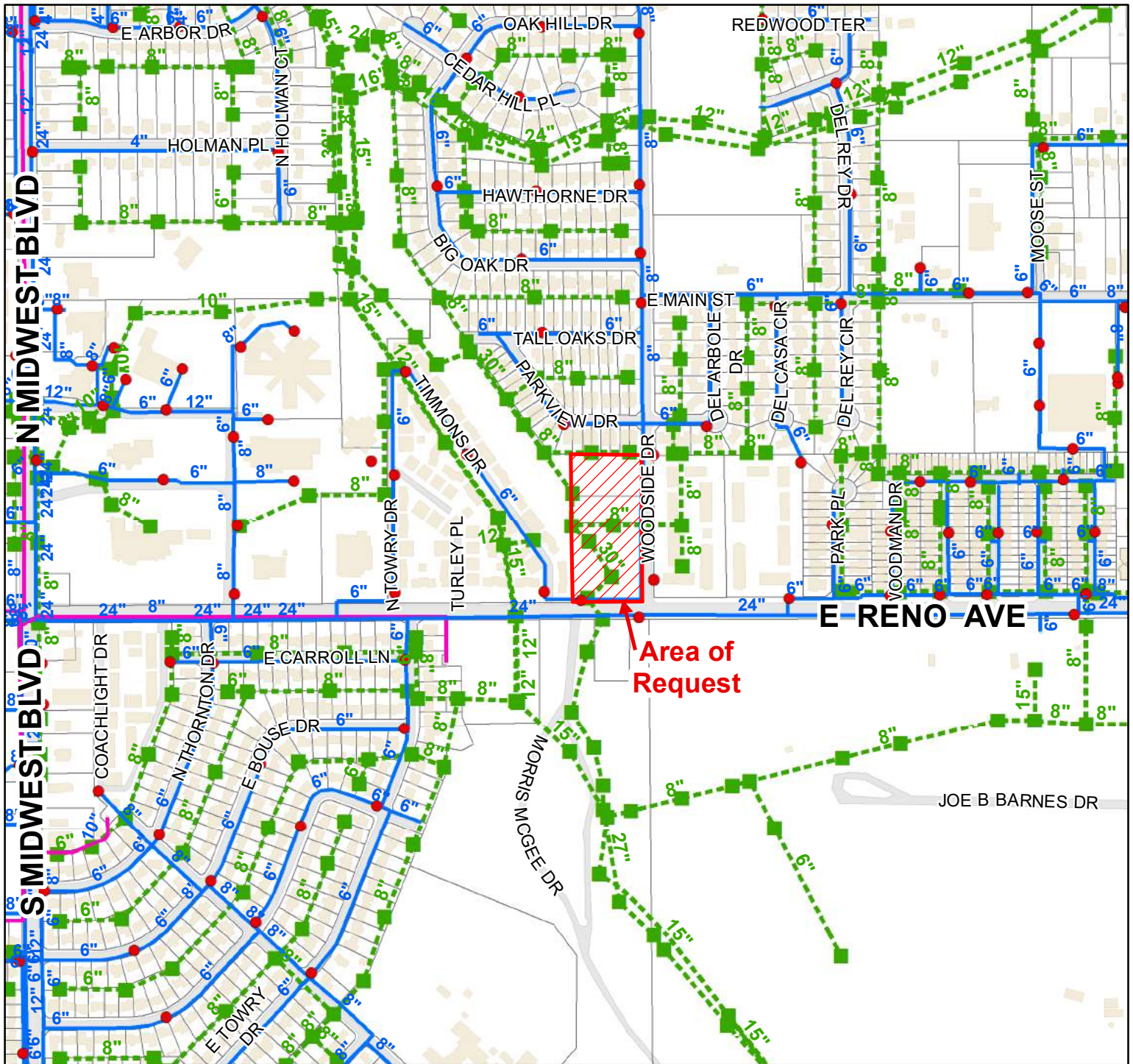
- 500-yr floodplain
- 100-yr floodplain
- 2009 FEMA Floodway
- FLOODWAY

DRAINAGE LOCATION MAP FOR PC-2024

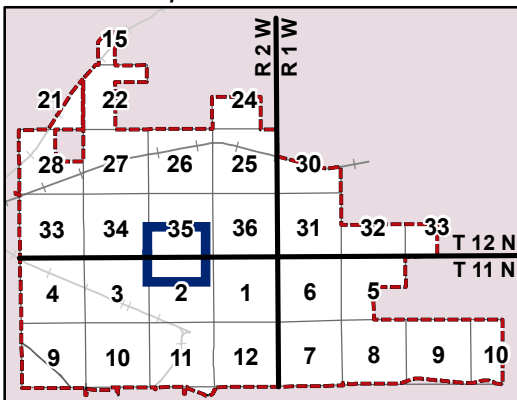
(SW/4, Sec. 35, T12N, R2W)



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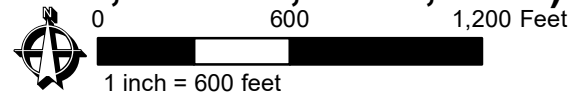
Locator Map



Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - - - OKC Cross Country
 - - - Sooner Utilities
 - - - Thunderbird
 - - - Unknown
- Sewer Manholes
- - - Sewer Lines

**WATER/SEWER LINE
LOCATION MAP FOR
PC-2024
(SW/4, Sec. 35, T12N, R2W)**



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The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Brandon Bundy, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council
From: Billy Harless, Community Development Director
Date: October 22, 2019

Subject: (PC-2026) Public hearing with discussion and consideration of an ordinance amending Appendix A, Zoning Regulations, of the Midwest City Code; by amending Section 5, Supplemental Regulations, Section 5.15 Single-Family Driveways and Garages; Section 5.15.1 Standards for Garages for Single-Family Units; 5.15.1(A) Applicability; providing for repealer and severability; and declaring an emergency.

The Midwest City Zoning Ordinance was updated in 2010 and included a requirement that 70% of lots in new subdivisions either have driveways designed in a letter “J” formation, setback 15’ from the front building line for driveways leading straight to garages or detached garages in rear yards. The intent of the requirement was to enhance the visual appearance of new neighborhoods by keeping garages from being the most dominant visual feature of homes from the street. Since the adoption of the 2010 Zoning Ordinance many developers have requested and been granted variances to this requirement.

In early 2019, the Mayor began receiving feedback from local developers regarding the requirement for 70% of lots in new subdivisions meeting this requirement. After review by the ordinance committee and meetings with local builders, the ordinance review committee recommended that the percentage of lots required to have the “J” driveways, setback garages or detached garages in rear yards be modified from 70% to 35%. Planning Commission recommends approval.

Staff Recommendation

Staff recommends approval. As stated previously, several variances to this requirement have been requested and approved since 2010. Requiring that 35% of the lots in a new subdivision meet this criteria will continue to enhance the image of quality neighborhoods as established in the Comprehensive Plan.

Action Required:

Approve or reject the ordinance as presented above.

Billy Harless, AICP
Community Development Director
KG

AN ORDINANCE AMENDING APPENDIX A, ZONING REGULATIONS, OF THE MIDWEST CITY CODE; BY AMENDING SECTION 5, SUPPLEMENTAL REGULATIONS, SECTION 5.15 SINGLE-FAMILY DRIVEWAYS AND GARAGES; SECTION 5.15.1 STANDARDS FOR GARAGES FOR SINGLE-FAMILY UNITS; 5.15.1(A) APPLICABILITY; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

EMERGENCY ORDINANCE

SECTION 1. That Appendix A, Zoning Regulations, of the Midwest City Code, is hereby amended by amending Section 5.15.1 Standards for Garages for Single-Family Units shall be amended as follows:

5.12.1. Standards for Garages for Single-Family Units

(A) Applicability

- (1) ~~Seventy~~ Thirty-five percent of all single-family units within a residential development without alleys (i.e., driveways are connected to a street).
- (2) Single-family residential developments within the following zoning districts
 - a. 2.6 R-8, Single-Family Detached Residential District
 - b. 2.7 R-6, Single-Family Detached Residential District
- (3) Infill lot development as defined in 5.13 *Infill Housing Exception to Minimum House Size* shall be exempt from this section.
- (4) Individual lots 10,000 square feet in size or greater shall be exempt from this section.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. SEVERABILITY. If any section, sentence, clause or portion of this ordinance is for any reason held to be invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on the ____ day of _____, 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, III Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this _____ day of _____, 2019.

Heather Poole, City Attorney

SECTION 4. EMERGENCY. The City Council declares this ordinance to be an emergency, it being immediately necessary for the preservation of the peace, health and safety of the City of Midwest City and the inhabitants thereof that the provisions of this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force and after its passage as provided by law.

EMERGENCY CLAUSE PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma this _____ day of _____ 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this _____ day of _____, 2019.

HEATHER POOLE, City Attorney

ORDINANCE NO. _____

AN ORDINANCE AMENDING APPENDIX A, ZONING REGULATIONS, OF THE MIDWEST CITY CODE; BY AMENDING SECTION 5, SUPPLEMENTAL REGULATIONS, SECTION 5.15 SINGLE-FAMILY DRIVEWAYS AND GARAGES; SECTION 5.15.1 STANDARDS FOR GARAGES FOR SINGLE-FAMILY UNITS; 5.15.1(A) APPLICABILITY; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

EMERGENCY ORDINANCE

SECTION 1. That Appendix A, Zoning Regulations, of the Midwest City Code, is hereby amended by amending Section 5.15.1 Standards for Garages for Single-Family Units shall be amended as follows:

5.15.1. Standards for Garages for Single-Family Units

(A) Applicability

- (1) Thirty-five (35) percent of all single-family units within a residential development without alleys (i.e., driveways are connected to a street).
- (2) Single-family residential developments within the following zoning districts
 - a. 2.6 R-8, Single-Family Detached Residential District
 - b. 2.7 R-6, Single-Family Detached Residential District
- (3) Infill lot development as defined in 5.13 *Infill Housing Exception to Minimum House Size* shall be exempt from this section.
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PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on the ____ day of _____, 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, III Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this _____ day of _____, 2019.

Heather Poole, City Attorney

SECTION 4. EMERGENCY. The City Council declares this ordinance to be an emergency, it being immediately necessary for the preservation of the peace, health and safety of the City of Midwest City and the inhabitants thereof that the provisions of this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force and after its passage as provided by law.

EMERGENCY CLAUSE PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma this _____ day of _____ 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this _____ day of _____, 2019.

HEATHER POOLE, City Attorney



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
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CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

To: Honorable Mayor and City Council

From: Billy Harless, Community Development Director

Date: October 22, 2019

Subject: (PC – 2027) Discussion and consideration of approval of the final plat of the Kambree Square, Section 1 described as a part of the SW/4 of Section 1, T11N, R2W, located at 9205 SE 15th Street.

Executive Summary: This item is a request to approve a final plat to subdivide a single parcel into two (2) individual parcels. The preliminary plat was approved in September 2019. A waiver to the requirement for a sidewalk along the frontage was approved with the preliminary plat. As this application meets the requirements of the Subdivision Regulations and is consistent with the approved preliminary plat, staff recommends approval of the Kambree Square, Section 1 Final Plat.



Dates of Hearing:

Planning
Commission –
October 1, 2019
City Council –
October 22, 2019

Council Ward:
Ward 2, Pat Byrne

Owner/Applicant:
George and Renee
Clark

Surveyor: John
Sauler, Hale &
Associates Survey
Company

Proposed Use:
One (1) existing
office building and
future office
development

Size:

The area of request has frontage of approximately 177.50' along SE 15th and a depth of approximately 659.70', containing an area of approximately 2.30 acres.

Zoning Districts:

Area of Request – PUD, Planned Unit Development governed by the O-2, General Office District
North – R6, Single Family Residential
East and West - R6, Single Family Residential with Special Use Permits for churches
South – PUD, Planned Unit Development

Land Use:

Area of Request – Office building and vacant land
North – single family residence

East – Midwest City Church of God



West – Harvest Life International Church

South - Townhomes



Municipal Code Citation:

38-19 *Final Plat*

38-18.1. *Purpose*

The purpose of a Final Plat is to ensure consistency with standards of the Subdivision Ordinance pertaining to the adequacy of public facilities, provide for public improvements to serve the subdivision and that all other requirements and conditions have been satisfied or provided for to allow the Final Plat to be recorded.

History:

1. (PC-1680) The property was rezoned to a PUD governed by the O-2 General Office District – November 2008
2. (PC-1684) The Preliminary Plat of Kambree Square was approved – March 2009 (no final plat was applied for, therefore, this approved preliminary plat became void)

3. (PC-1758) The PUD was amended to allow the use of Convenience Sales and Personal Services – December 2011
4. (PC-2015) The Preliminary Plat for this area was approved September 10, 2019.
5. Planning Commission recommended approval of this item October 1, 2019.

Engineer's Comments:

Public Improvements

The Subdivision Regulations pertaining to this application require the applicant complete the installation of or obtain a waiver to any required public improvements prior to the final plat application.

As required, the applicant has obtained a waiver from the city council for sidewalk improvements along the frontage of the site.

Easements and Right-of-Way

Subdivision Regulations requires that all existing, dedicated, and proposed rights-of-way and easements are depicted on the final plat. As required, these are reflected on the final plat.

Fire Marshal's Comments:

The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15 and the 2015 International Fire Code.

Staff Comments:

The purpose of this final plat is to split the existing 2.688 acre lot into two (2) individual lots for office development. Each lot will have frontage along SE 15th Street. The applicant does plan to continue development on the northern portion of the site in the future. This will require another preliminary and final plat application to extend water and sanitary sewer services to all future lots. Per the PUD, an access easement will provide access to future lots.

During the preliminary plat review, a waiver to the sidewalk improvements was approved allowing the applicant to apply for a final plat.

The Final Plat as submitted is consistent with the approved Preliminary Plat and does meet the requirements of the Subdivision Regulations. Staff recommends approval.

Action Required: Approve or reject the Kambree Square, Section 1 Final Plat located on the property as noted herein, subject to the staff comments and found in the October 22, 2019 agenda packet and made a part of PC- 2027 file.



Billy Harless, AICP
Community Development Director

The City of
MIDWEST CITY

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING DIVISION

William Harless, Community Development Director
Patrick Menefee, P.E., C.F.M., City Engineer

To : Kellie Gilles, Plans Review Manager

From : Patrick Menefee, City Engineer

Date : September 18th, 2019

Subject : Engineering staff comments for pc-2027 final plat application

ENGINEERING STAFF CODE CITATIONS AND COMMENTS - PC-2027:

Public Improvements

The Subdivision Regulations pertaining to this application require the applicant complete the installation of or obtain a waiver to any required public improvements prior to the final plat application.

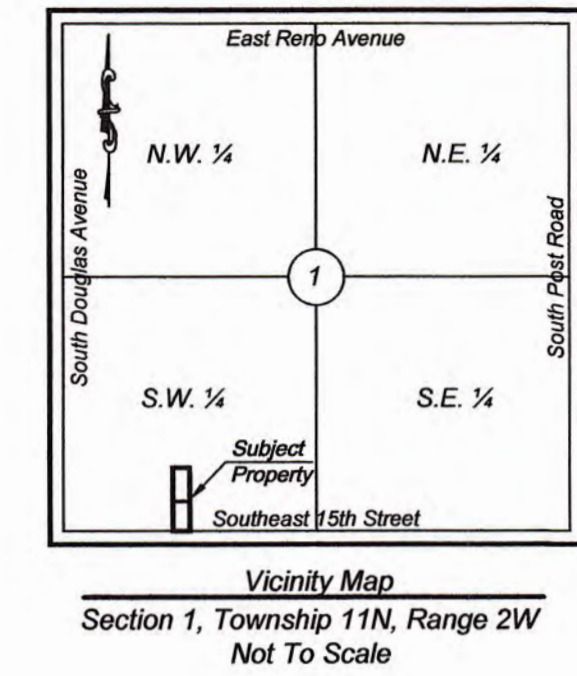
As required, the applicant has obtained a waiver from the city council for sidewalk improvements along the frontage of the site.

Easements and Right-of-Way

Subdivision Regulations requires that all existing, dedicated, and proposed rights-of-way and easements are depicted on the final plat. As required, these are reflected on the final plat.

Final Plat of: Kambree Square, Section 1

A Subdivision in the Southwest Quarter, Section 1,
Township 11 North, Range 2 West of the Indian Meridian
Midwest City, Oklahoma County, Oklahoma



Certificate of City Clerk

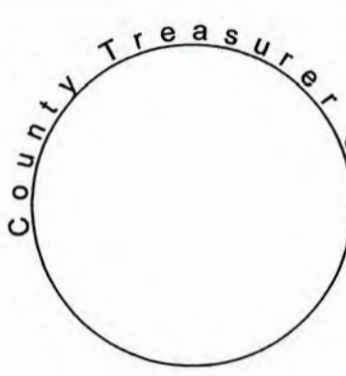
I, _____, City Clerk of the City of Midwest City, Oklahoma, hereby certify that I have examined the records of said City and find that all deferred payments on unmatured installments upon special assessments have been paid in full and that there is no special assessment procedure now pending against the land shown the annexed plat of **Kambree Square, Section 1**. This _____ day of _____, 2019.



City Clerk

County Treasurer's Certificate

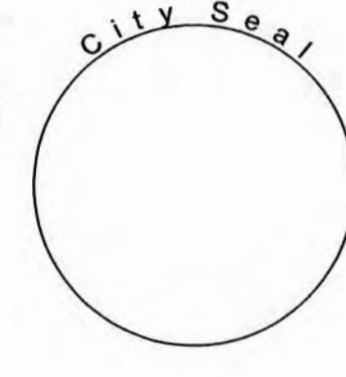
I, _____, do hereby certify that I am the duly elected, qualified and acting County Treasurer of Oklahoma County, State of Oklahoma, that the tax records of said County show all taxes paid for the year 2019 and all prior years on the land shown on the annexed plat of **Kambree Square, Section 1**, an addition to Midwest City, Oklahoma County, Oklahoma. In witness where, said County Treasurer has caused this instrument to be executed on this _____ day of _____, 2019.



County Treasurer

City Planning Commission Approval

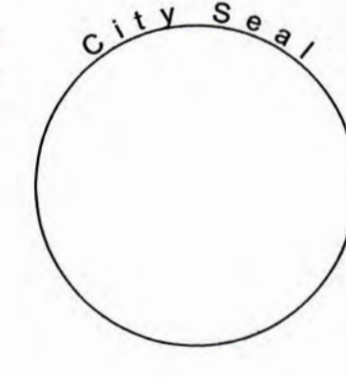
I, _____, Secretary of the Planning Commission of Midwest City, Oklahoma, do hereby certify that the said Planning Commission duly approved the annexed plat of **Kambree Square, Section 1**, an Addition to the City of Midwest, Oklahoma, this _____ day of _____, 2019.



Secretary

Acceptance of Dedication by the City Council

Be it resolved by the Council of Midwest City, Oklahoma, that the dedications shown on the annexed plat of **Kambree Square, Section 1**, are hereby accepted. Adopted by the City Council of Midwest City, Oklahoma, this _____ day of _____, 2019.



Mayor

Owner's Certificate and Dedication

KNOWN ALL MEN BY THESE PRESENTS:

Renee Clark-Miller a/k/a Naomi R. Miller and George C. Miller, does hereby certify that they are the owners of and the only persons, firm, or corporation having any right, title or interest in and to the land shown on the annexed plat, and that have caused the same to be surveyed and platted, and that they hereby dedicate all the utility easements shown hereon to the public for the purposes utilities and drainage, for their heirs, executors, administrators, successors and assign forever, and have caused the same to be released from all encumbrances so that the title is clear, except, telephone, cable, and gas lines, any duplicate lines, including transformers and pedestals, must be installed completely underground.

In witness whereof, the undersigned have caused this instrument to be executed this _____ day of _____, 2019. Covenants, reservations and restrictions for this addition are contained in a separate instrument.

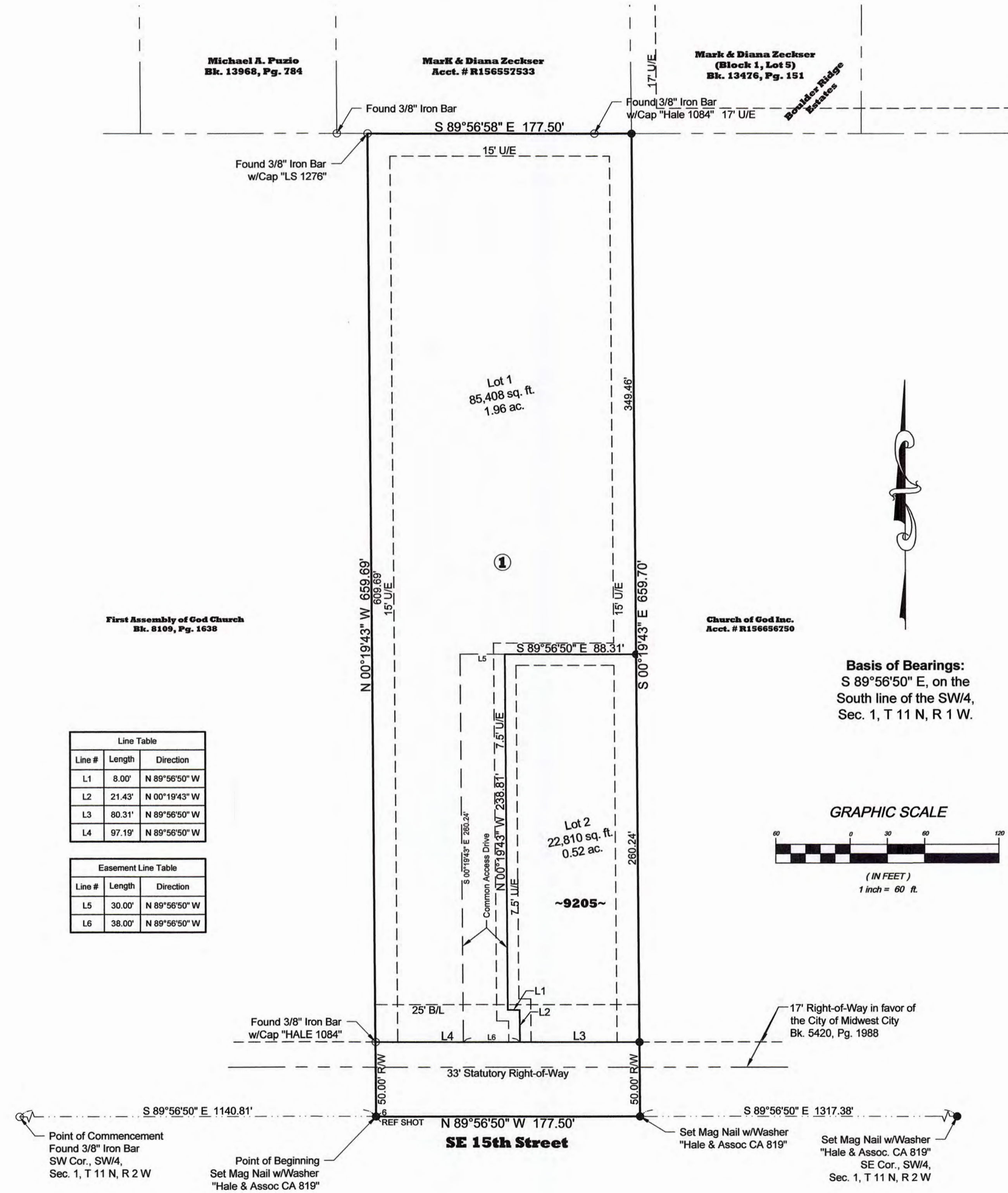
Renee Clark-Miller a/k/a Naomi R. Miller **George C. Miller**

STATE OF OKLAHOMA, COUNTY OF _____, §

Before me, the undersigned a notary public, in and for said County and State, on this _____ day of _____, 2019, personally appeared **Renee Clark-Miller a/k/a Naomi R. Miller and George C. Miller**, to me known to be the identical persons who executed the within and foregoing instrument on behalf of said company, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of said company, for the purposes herein set forth.



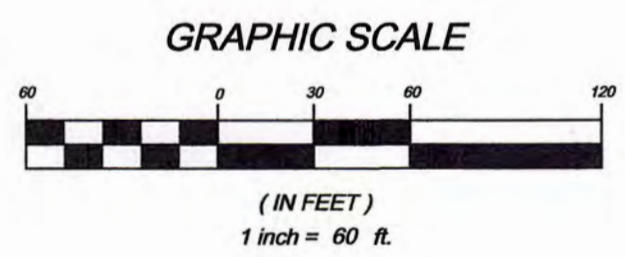
My Commission Expires _____ Notary Public



Line #	Length	Direction
L1	8.00'	N 89°56'50\" W
L2	21.43'	N 00°19'43\" W
L3	80.31'	N 89°56'50\" W
L4	97.19'	N 89°56'50\" W

Line #	Length	Direction
L5	30.00'	N 89°56'50\" W
L6	38.00'	N 89°56'50\" W

Basis of Bearings:
S 89°56'50\" E, on the South line of the SW/4, Sec. 1, T 11 N, R 1 W.



Legal Description

The West 177.5 feet of the East Half (E/2) of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of the Southwest Quarter (SW/4) of Section One (1), Township Eleven (11) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma. Being more correctly described with metes and bounds as follows.

A tract of land in the Southwest Quarter (SW/4) of Section One (1), Township Eleven (11) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma, being more particularly described by Curtis Lee Hale, LS 1084, on June 26, 2019, with metes and bounds as follows:

Commencing at the Southwest Corner (SW/Cor.) of the Southwest Quarter (SW/4) of said Section 1; Thence South 89°56'50\" East as the basis of bearing on the South line of said SW/4 a distance of 1140.81 feet to the Point of Beginning:

Thence North 00°19'43\" West a distance of 659.69 feet; Thence South 89°56'58\" East a distance of 177.50 feet Thence South 00°19'43\" East a distance of 659.70 feet to the South line of said SW/4; Thence North 89°56'50\" West on the South line of said SW/4 a distance of 177.50 feet to the Point of Beginning. This description contains 117,093 square feet or 2.688 acres, more or less.

Land Surveyor's Certificate

I, Curtis Lee Hale, do hereby certify that I am a Licensed Land Surveyor, and that the annexed plat correctly represents a careful survey made under my direction, and that the monuments shown hereon actually exist and their positions are correctly shown.

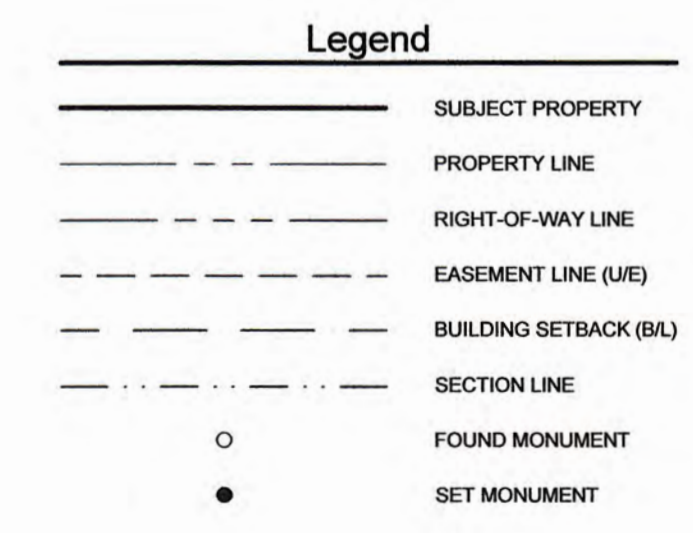
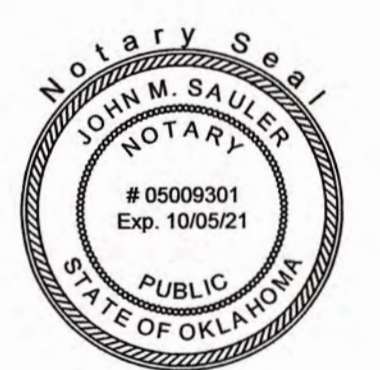
Curtis Lee Hale
Curtis Lee Hale, L.S. # 1084



STATE OF OKLAHOMA, COUNTY OF OKLAHOMA, §

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared Curtis Lee Hale, to me known to be the identical person who executed the above instrument and acknowledged to me that he executed the same as his free and voluntary act and deed. Given under my hand and seal the 12th day of September, 2019.

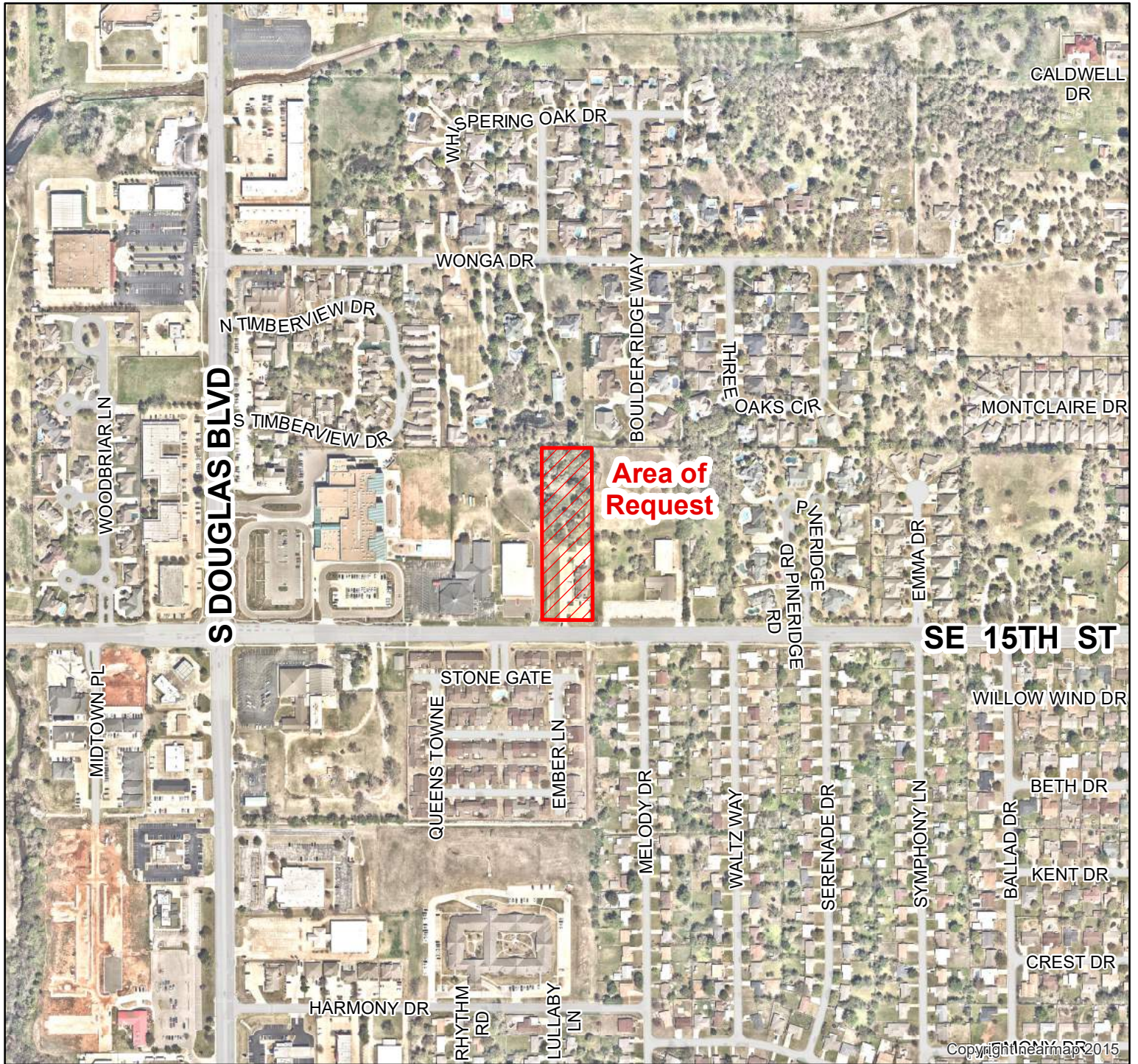
10/05/21 My Commission Expires _____
[Signature] Notary Public



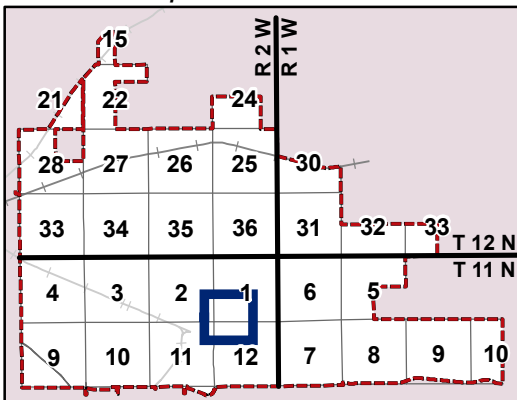
Hale & Assoc. Survey Company

Kambree Square, Section 1

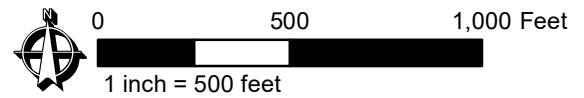
Land Surveying and Planning
1601 S.W. 89th Street, Building C, Suite 200
Oklahoma City, Oklahoma 73159
Tel.: (405) 686-0174 - Fax: (405) 681-4881
C. A.: 819 - Exp.: June 30, 2021
www.halesurvey.com
Proj. No. 4286.9



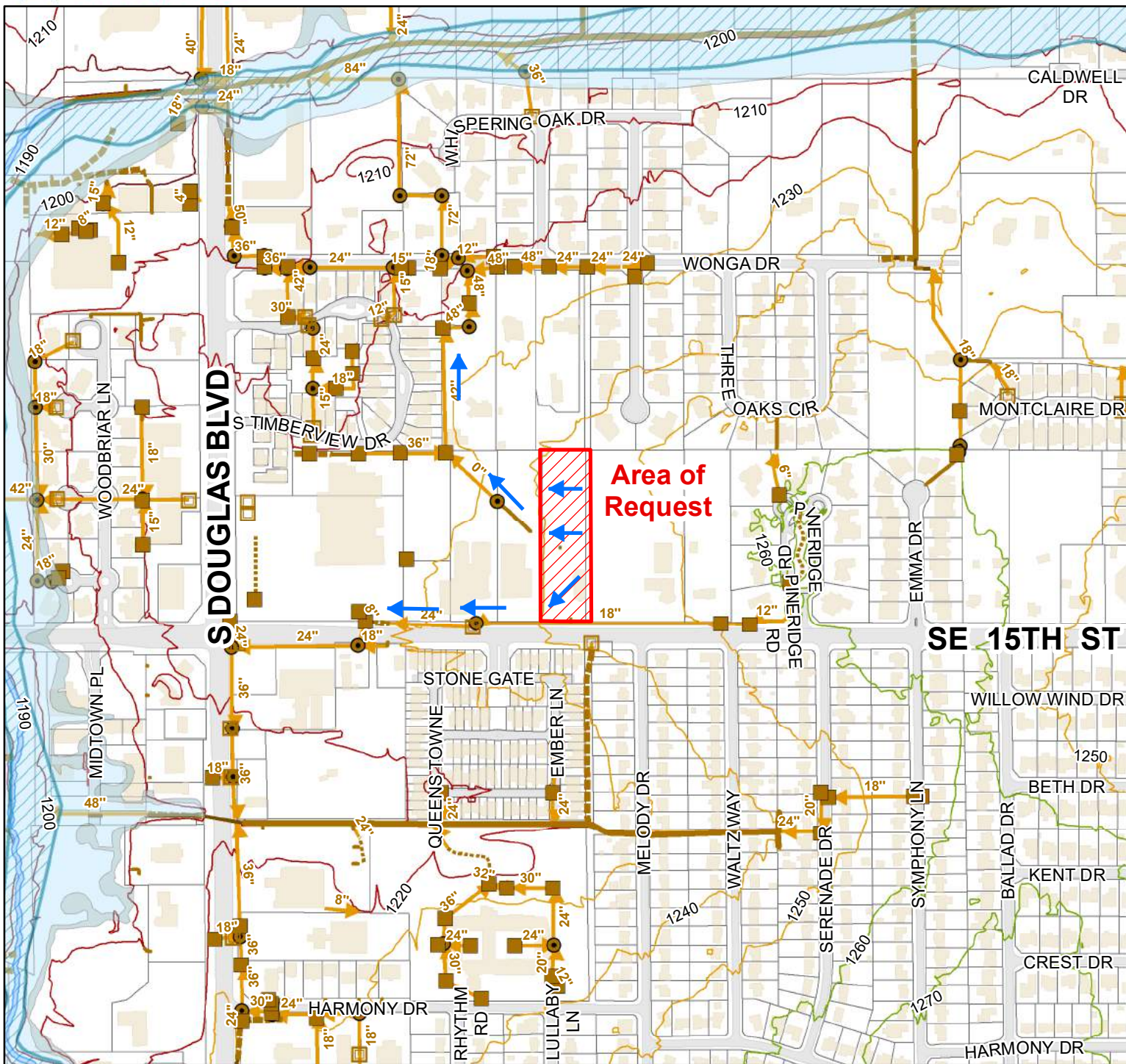
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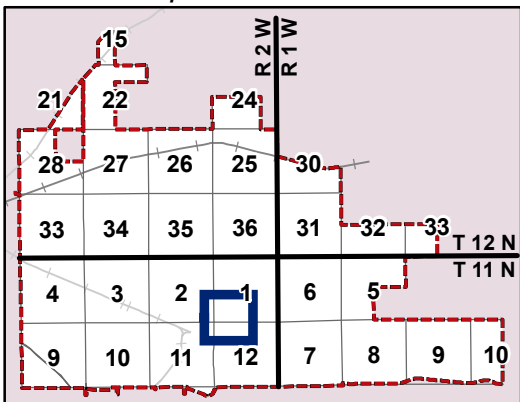
**2019 NEARMAP AERIAL VIEW FOR
PC-2027
(SW/4, Sec. 1, T11N, R2W)**



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Locator Map



Drainage Legend

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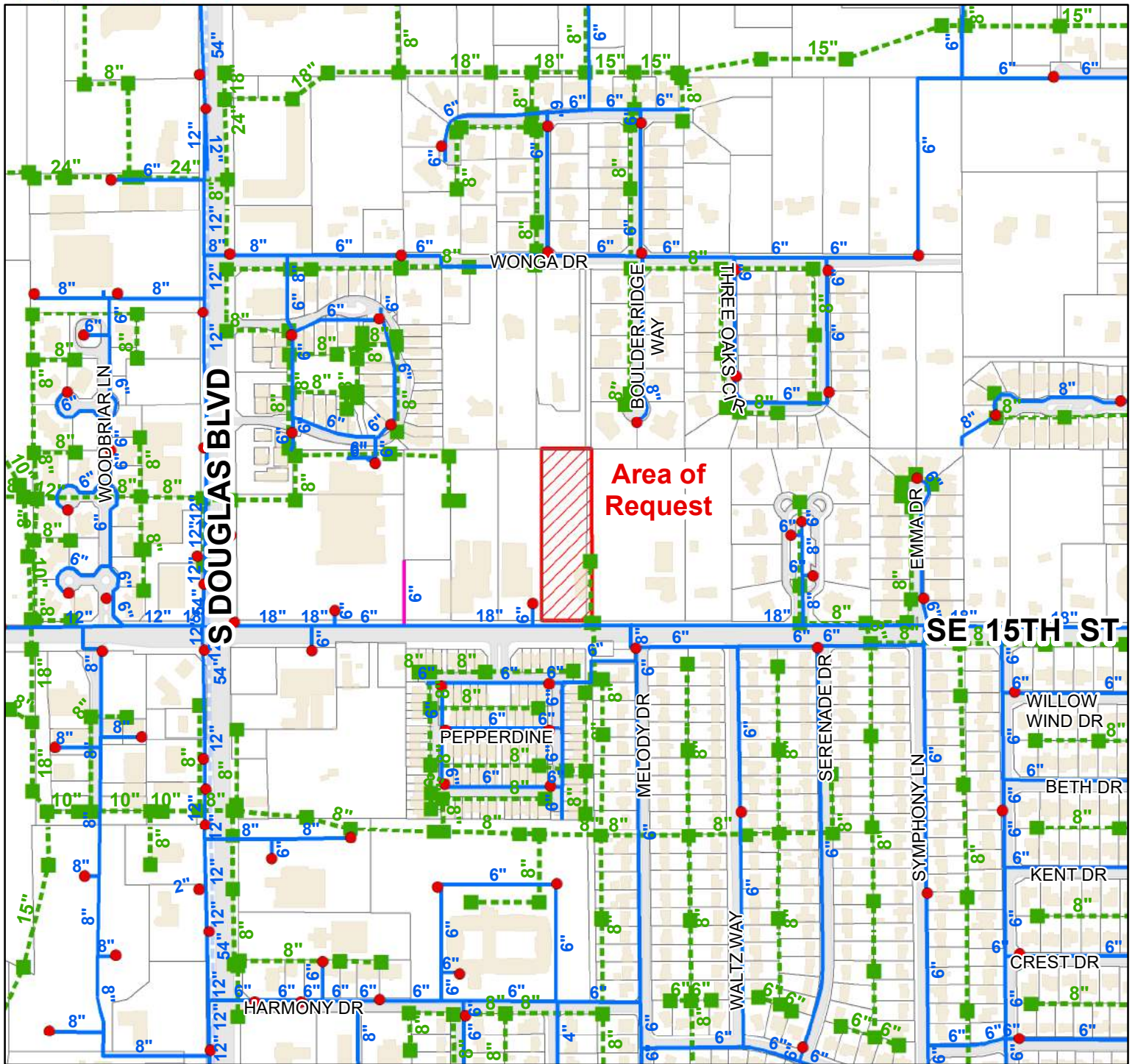
- FLOODWAY

DRAINAGE LOCATION MAP FOR PC-2027 (SW/4, Sec. 1, T11N, R2W)

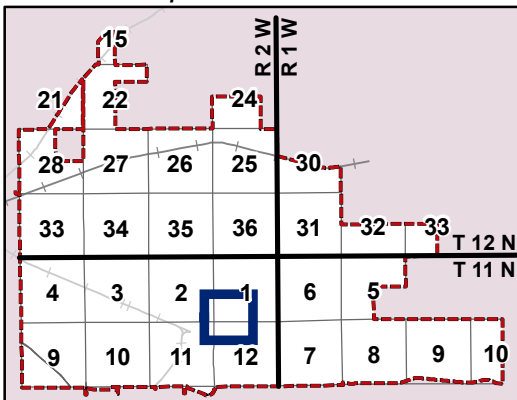
0 500 1,000 Feet

1 inch = 500 feet

THIS MAP IS A GENERAL INFORMATION PUBLIC RESOURCE. THE CITY OF MIDWEST CITY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED ON THIS MAP. ANY PARTY'S USE OR RELIANCE ON THIS MAP OR ANY INFORMATION ON IT IS AT THAT PARTY'S OWN RISK AND WITHOUT LIABILITY TO THE CITY OF MIDWEST CITY, ITS OFFICIALS OR ITS EMPLOYEES FOR ANY DISCREPANCIES, ERRORS OR VARIANCES THAT MAY EXIST.



Locator Map

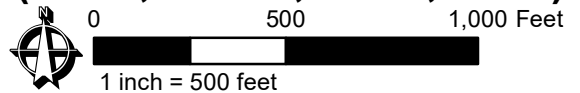


Water/Sewer Legend

- Fire Hydrants
- Water Lines
 - Distribution
 - Well
 - OKC Cross Country
 - Sooner Utilities
 - Thunderbird
 - Unknown
- Sewer Manholes
- Sewer Lines

**WATER/SEWER LINE
LOCATION MAP FOR
PC-2027**

(SW/4, Sec. 1, T11N, R2W)



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The City Of Midwest City
Neighborhood Services Department
Neighborhoods In Action • Code Enforcement • Neighborhood Initiative

MEMO

To: Honorable Mayor and City Council

From: Mike S. Stroh, Neighborhood Services Director

Date: October 22, 2019

Subject: Public hearing with discussion and consideration of an appeal of the notice and order for “tall grass & weeds” and for “inoperative vehicle” filed by the owner of the property located at 325 North Richards Avenue.

Midwest City ordinances state that the property owner and/or responsible party have a right to request a hearing before the city council. A request for an appeal/hearing on the Notice and Order for “tall grass & weeds” and for “inoperative vehicle” at the property located at 325 North Richards Avenue was received on June 20, 2019, from the owner. Due to the amount of rain we have received off and on this year I have afforded the owner time to take care of the property. Once a request for a hearing is filed, the time line regarding these offenses stops until the hearing is held. The owner has not worked to abate the violations during since he requested a hearing on June 20, 2019.

I have attached a copy of the Notice and Order that was mailed to the owner on June 12, 2019, the Oklahoma County Assessor records for the property identifying ownership, Neighborhood Services’ address history, appeal request, and photos of the property both the day of the violations and from September 24, 2019.

I mailed a copy of this memo and all of its attachments to the owner per the Oklahoma County Assessor.

Staff believes that all procedures were followed correctly. Action is at the discretion of the Council.

Mike S. Stroh

Mike S. Stroh, Neighborhood Services Director

325 North Richards Avenue

Council Hearing

October 22, 2019

6:00 PM

Questions, please call Mike Stroh at (405) 739-1000.



The City Of Midwest City
Neighborhood Services Department
Code Enforcement • Neighborhood Initiative • Property Maintenance
Notice and Order

OWNER
PEARSE GARY
325 N RICHARDS AVE
MWC, OK 73130-3420

06/12/2019

Description of property:
Tax Roll # R156554384
Violation Address: 325 RICHARDS AVE
Legal Description: UNPLTD PT SEC 36 12N 2W Block 000 Lot 000
Tall Grass & Weeds

Midwest City Ordinance (MCO) Article II Section 27 states in part: Whenever the city determines that weeds or trash are on property within the city, the city shall notify the owner and/or responsible party of the property to cut, remove or destroy any and all weeds and/or clean and remove all trash from the property. If the owner and/or responsible party of the property fails or refuses to do so, the city may cut, remove or destroy any and all weeds and/or may clean and remove all trash from the property. Tall grass & weeds means Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Trash means refuse of all types and garbage as defined under the International Property Maintenance Code, excluding rubbish, including but not limited to, garbage, street debris, dead animals, market and industrial wastes, paper, wrappings, cigarettes, cardboard, tin cans, treated or synthetic wood and wood composites, glass, bedding crockery, furniture, appliances, litter, tires, dead animal renderings, clothing, boxes, rags, rubber, leather, metallic items, household debris and useless or uncared for matter whether in solid or liquid form. If the above listed violation is not abated within 10 days from the date of this notice, the city may abate the nuisance by clearing such tall grass & weeds with the cost of such clearing to be assessed to the owner or responsible party of the property. Any accumulations of tall grass & weeds on the owners property occurring within six (6) months after the removal of such tall grass & weeds on the property pursuant to such notice, may be summarily abated, whether abated by the City or owner/occupant or agent or by the municipal governing body; and that the costs of such abatement shall be assessed against the owner; and that a lien may be imposed on the property to secure such payment, all without further prior notice to the property owner. In addition, a complaint or complaints may be filed against such owner in Municipal Court, and may be fined in an amount as set out in section 1-15, plus court costs, or both abatement and complaint. Each day a violation of this section shall constitute a separate offense, and the fines associated with the offense shall increase for each subsequent violation that occur within the calendar year, January 1 to December 31, as set out in section 1-15. Until paid, such cost shall constitute a debt to the city collectible in any manner as provided under local or state laws, including the filing of a lien, or other available debt collection remedies. If you do not understand the violation, or if you wish to appeal the notice, please contact our office, 405.739.1005, within ten days of the date of this notice.

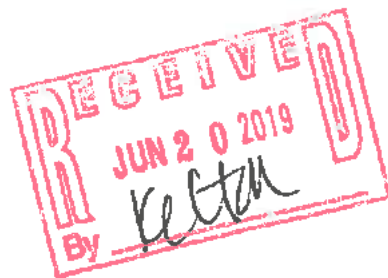
MOW ANY AND ALL TALL GRASS AND WEEDS, FRONT, SIDES, AND BACK OF PROPERTY. Including the far west side and north side of property

Teresa Coplen
Code Enforcement officer

To Whom It May Concern;

I, (Mary A. Pease); wish to appeal
the notice of the violation of tall grass &
weeds stuck to my front door prior to
6/12/19. Due to wet grass & muddy ground.

Signed Disgruntled
Citizen!
Mary A. Pease
6-19-19



Tall Grass & Weeds

325 RICHARDS AVE

Date:06/11/2019

This warning is to advise you that you are in violation of Midwest City Ordinance Article II Weeds and Trash as enumerated in Section 27. In so much as you have failed to keep your property located at 325 RICHARDS AVE cleared of tall grass & weeds. MCO Section 27 states in part: Whenever the city determines that weeds 12 inches or greater (per IPMC 302.4) are on property within the city, the city shall notify the owner and/or responsible party of the property to cut, remove or destroy any and all weeds from the property. You will have 10 days from the date of this notice, to correct this violation. Any further accumulations of tall grass & weeds on the owners property occurring within six (6) months after the clearing of tall grass & weeds on the property pursuant to such notice, may be summarily abated by the City; that the costs of such abatement shall be assessed against the owner; and that a lien may be imposed on the property to secure such payment, all without further prior notice to the property owner. In addition, a complaint or complaints may be filed against such owner in Municipal Court, and may be fined in an amount as set out in section 1-15, plus court costs, or both abatement and complaint. If you do not understand the violation, or if you wish to appeal the notice, please contact our office, 405.739.1005, within ten days of the date of this notice.

MOW ANY AND ALL TALL GRASS AND WEEDS, FRONT, SIDE!

Teresa Coplen
Code Enforcement Officer

case list :: admin page



The City Of Midwest City
Neighborhood Services Department
Code Enforcement • Neighborhood Initiative • Property Maintenance
Notice and Order

OWNER
PEARSE GARY
325 N RICHARDS AVE
MWC, OK 73130-3420

06/12/2019

Tax Roll # R156554384

Violation Address: 325 RICHARDS AVE

Legal Description: UNPLTD PT SEC 36 12N 2W Block 000 Lot 000

INOPERATIVE VEHICLE ORDINANCE

Your attention is called to a violation of Chapter 27, Article 4 of the Midwest City Municipal Code listed on the premises located at 325 RICHARDS AVE

Color/Make/Model: Vin/Tag:

Notice is hereby given that under the provisions of Midwest City Ordinance Chapter 27, Article 4, which states (a) Except as otherwise provided for in other regulations, no junked, inoperable or currently unlicensed motor vehicle shall be parked, kept or stored on any residential premises, and no vehicle shall at anytime be in a state of major disassembly, disrepair or in the process of being scrapped or dismantled. Painting of vehicles at any residence is prohibited unless conducted inside an appropriate and approved spray booth.

(b) A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such work purpose, or in any commercial repair facility conducting business within the city, including repair garages, salvage yard and similar business establishments.

(c) This section shall not be applied to vehicles to which display black tags issued by the State of Oklahoma for vehicles which are not operated on public roadways, provided that such vehicle is stored on the property of the owner of such vehicle.

(d) The presence of a junked, inoperable vehicle, or motor vehicle parts on public or private property in the city is hereby declared a nuisance, which may be abated as such in accordance with section 27-8 of this Code. You have ten (10) days from the date of this notice to correct the listed violations or remove the vehicle. Failure to do so will result in the vehicle being impounded by the city at your expense. In addition to abatement, may be fined in an amount as set out in section 1-15, plus court costs. Each day a violation of this section shall constitute a separate offense, and the fines associated with the offense shall increase for each subsequent violation that occur within the calendar year, January 1 to December 31, as set out in section 1-15. If you do not understand the violation, or if you wish to appeal the notice, please contact the Code Enforcement Officer listed below at 405-739-1005.

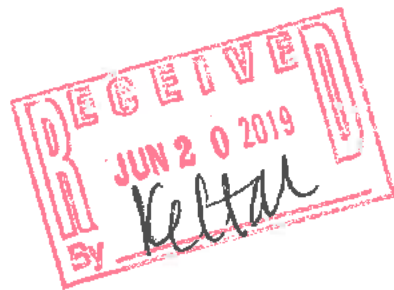
MUST MAKE ANY AND ALL VEHICLES APPEAR OPERABLE. ALL VEHICLES AND TRAILERS MUST HAVE CURRENT TAG AND REGISTRATION. Including RV

Teresa Coplen
Code Enforcement Officer

To Whom It May Concern;

I, (Gary A. Pease), wish to appeal the notice of the violation of an unlicensed, and vehicle in disrepair stuck to my front door prior to 6/12/19. Due to rain & strong winds these last few months.

Signed Disgruntled
Citizen!
Gary A. Pease



INOPERATIVE VEHICLE ORDINANCE

Date:06/11/2019

Your attention is called to a violation of the ordinance listed, located at 325 RICHARDS AVE

Color/Make/Model:

Vin/Tag:

Pursuant to the provisions of the Midwest City Municipal Code, Chapter 27, Article 4 states; **No junked, inoperable or currently unlicensed motor vehicle shall be parked, kept or stored on any residential premises, and no vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being scrapped or dismantled. The presence of said junked motor vehicle or parts thereof on private or public property is hereby declared a public nuisance, which may be abated in accordance with the provisions of this article.** Any person convicted of violating any section of this article, in addition to abatement, may be fined in an amount as set out in section 1-15, plus court costs. Each day that a violation continues after the first violation shall be deemed a separate offense. You have **ten (10) days** from the date of this notice to correct the listed violations or remove the vehicle. Failure to do so will result in the vehicle being impounded by the city at your expense. If you do not understand the violation, or if you wish to appeal the notice, please contact the Code Enforcement Officer listed below at 405-739-1005.

MUST MAKE ANY AND ALL VEHICLES APPEAR OPERABLE. A

Teresa Coplen
Code Enforcement Officer

[case list :: admin page](#)



Larry Stein
County Assessor
(405) 713-1215

Oklahoma County Assessor's Public Access System

320 Robert S. Kerr #313
Oklahoma City, Ok 73102

All records are current as of close of previous working day

Larry Stein-Oklahoma County Assessor Public Access System (405) 713-1200

Home	Contact Us	Guest Book	Map Search	New Search
Real Property Display - Screen Produced 9/24/2019 11:01:06 AM				
Account: R156554384	Type: Residential		Location:	325 N RICHARDS AVE
Building Name/Occupant:		Map Parcel		MIDWEST CITY
Owner Name 1:	PEARSE GARY	1/4 section #:		2542
Owner Name 2:		Parent Acct:		
Billing Address 1:	325 N RICHARDS AVE	Tax District:		TXD 552
Billing Address 2:		School System:		Mid-Del #52
City, State, Zip	MIDWEST CITY, OK 73130-3420	Land Size:		2.31 Acres
Associated	Land Value: 40,247	Lot Dimensions:		Width Depth
Personal Property		Treasurer:		Click to View Taxes
Sect 36-T12N-R2W Qtr SE	UNPLTD PT SEC 36 12N 2W Block 000 Lot 000	Subdivision Sales		

Full Legal Description: UNPLTD PT SEC 36 12N 2W 000 000 PT SE4 SEC 36 12N 2W BEG 330FT N OF SW/C N1/2 SE4 TH N247.5FT E321FT S135FT E192FT S112.5FT W513FT TO BEG

Photo & Sketch (if available)	Comp Sales Address/Date/Price	Report Coming Soon	
	800 N KING AVE MIDWEST CITY, OK 73130	04/05/2018	\$523,500
	9633 E MAIN ST MIDWEST CITY, OK	09/21/2018	\$170,000
	124 N CHARLES AVE MIDWEST CITY, OK	09/04/2018	\$160,000
	9629 E MAIN ST MIDWEST CITY, OK	05/03/2016	\$138,000
	112 N CHARLES AVE MIDWEST CITY, OK 73110	03/10/2017	\$158,000

Valuation History (*2019 Millage & Tax Amounts projected by November 15, 2019)

Year	Market Value	Taxable Mkt Value	Gross Assessed	Exemption	Net Assessed	Millage	Tax	Tax Savings
2019	234,000	178,818	19,669	1,000	18,669	110.22	2,057.81	779.26
2018	179,000	173,610	19,097	1,000	18,097	110.22	1,994.66	175.57
2017	188,000	168,553	18,540	1,000	17,540	111.95	1,963.70	351.43
2016	168,500	163,644	17,999	1,000	16,999	115.06	1,956.12	176.52
2015	178,803	158,879	17,476	1,000	16,476	119.81	1,974.07	382.39
--	--	>	>	[1/4]				

Property Account Status/Adjustments/Exemptions

Account #	Grant Year	Exemption Description	Amount
R156554384	2006	3% Cap Homestead	0
R156554384	2005	Homestead	1,000

Property Deed Transaction History (Recorded in the County Clerk's Office)

Date	Type	Book	Page	Price	Grantor	Grantee
6/13/2013	> Deeds	12287	1339	0	PEARSE ERMA	PEARSE GARY
9/27/2004	> Deeds	9483	474	155,000	EASON JERRY W	PEARSE ERMA & GARY A
9/27/2004	> Deeds	12343	1064	0	PEARSE ERMA L	EASON JERRY W

Last Mailed Notice of Value (N.O.V.) Information/History

Year	Date	Market Value	Taxable Market Value	Gross Assessed	Exemption	Net Assessed
2019	04/02/2019	234,000	178,818	19,670	1,000	18,670

Last Mailed Notice of Value (N.O.V.) Information/History						
Year	Date	Market Value	Taxable Market Value	Gross Assessed	Exemption	Net Assessed
2018	04/16/2018	179,000	173,610	19,097	1,000	18,097
2017	03/17/2017	188,000	168,553	18,540		
2016	03/28/2016	168,500	163,644	17,999	1,000	16,999
2015	03/16/2015	178,803	158,879	17,476	1,000	16,476
-	--	>	>	[1/2]		

Property Building Permit History						
Issued	Permit #	Provided by	Bldg #	Description	Est Construction Cost	Status
10/8/1999	10252166	MIDWEST CITY	1	Main Dwellin	85,000	Inactive
Click button on building number to access detailed information:						
	Bldg #	Vacant/Improved Land	Bldg Description	Year Built	SqFt	# Stories
Click	1	Improved	Ranch 1 Story	2000	1,891	1 Stories

Case Search

Search found 13 results

#	address	violation	date reported	citation date	mail date	contract date	cleared date	officer	ward	status
<u>7993</u>	325 RICHARDS AVE	Misc. Violation	2009/6/3	-	-	-	2009/6/3		34	closed
<u>8931</u>	325 RICHARDS AVE	Tall Grass & Weeds	2009/7/13	-	2009/7/13	-	2009/7/24		34	closed view letter
<u>18568</u>	325 RICHARDS AVE	Tall Grass & Weeds	2010/8/27	-	2010/8/30	-	2010/9/13		34	closed view letter
<u>18569</u>	325 RICHARDS AVE	Trash and Debris	2010/8/27	-	2010/8/30	-	2010/9/22		34	closed view letter
<u>34470</u>	325 RICHARDS AVE	Tall Grass & Weeds	2012/7/11	-	2012/7/12	-	2012/7/23	Delvon Patterson	34	closed view letter
<u>52835</u>	325 RICHARDS AVE	Tall Grass & Weeds	2014/10/8	-	2014/10/9	-	2014/11/13	Delvon Patterson	34	closed view letter
<u>52836</u>	325 RICHARDS AVE	Rubbish	2014/10/8	-	2014/10/9	-	2015/1/21	Delvon Patterson	34	closed view letter
<u>52837</u>	325 RICHARDS AVE	Inoperative Vehicle	2014/10/8	-	2014/10/9	-	2014/11/13	Delvon Patterson	34	closed view letter
<u>65855</u>	325 RICHARDS AVE	Tall Grass & Weeds	2016/6/9	-	2016/6/10	-	2016/6/21		34	closed view letter
<u>65856</u>	325 RICHARDS AVE	Rubbish	2016/6/9	-	2016/6/10	-	2016/6/21		34	closed view letter
<u>79374</u>	325 RICHARDS AVE	Tall Grass & Weeds	2018/6/11	-	2018/6/12	-	2018/6/27	Teresa Coplen	34	closed view letter
<u>87606</u>	325 RICHARDS AVE	Tall Grass & Weeds	2019/6/11	-	2019/6/12	-		Teresa Coplen	34	open view letter
<u>87607</u>	325 RICHARDS AVE	Inoperative Vehicle	2019/6/11	-	2019/6/12	-		Teresa Coplen	34	open view letter

[admin page](#)



















City Attorney
100 N. Midwest Blvd.
Midwest City, Ok 73110
Office: 405.739.1203
Fax: 405.869.8680

TO: Honorable Mayor and City Council Members

FROM: Heather Poole, City Attorney

DATE: October 22, 2019

SUBJECT: Discussion and consideration of a Memorandum of Understanding with the City of Choctaw regarding its employment of Mr. J. Guy Henson on a part-time basis to include no economic development work by Mr. Henson for the first three years of that employment.

Mr. Henson, previous City Manager of the City of Midwest City, has requested to begin a part-time position with the City of Choctaw. Based on the attached Memorandum of Understanding approved by the City of Choctaw's City Council on October 15, 2019, Mr. Henson's duties will not include soliciting new business for the City of Choctaw for the first three years of his employment with the City of Choctaw.

Action is at discretion of council.

Respectfully,

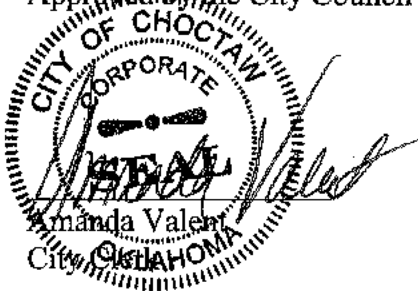
Heather Poole
City Attorney

MEMO OF UNDERSTANDING

The City Manager's desires to hire Mr. Henson to fill a leadership role in the Development Services Department.

The City of Choctaw agrees Mr. Henson will not be involved in economic development soliciting new business for a term of three years while in the employment of the City of Choctaw.

Approved by the City Council of the City of Choctaw on this 15 day of October, 2019.



Randy Ross
Randy Ross - Mayor
City of Choctaw

Approved by the City Council of the City of Midwest City on this ___ day of October, 2019.

Matthew D. Dukes, II - Mayor
City of Midwest City

Sara Hancock
City Clerk

Notice for the Midwest City Council meetings was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Council Minutes

September 10, 2019 – 6:00 PM

This meeting was held in the Midwest City Council Chambers at City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. Mayor Matt Dukes called the meeting to order at 6:13 PM with the following members present: *Councilmembers Susan Eads, Pat Byrne, Española Bowen, *Sean Reed, *Christine Allen, and Jeff Moore with City Clerk Sara Hancock, City Attorney Heather Poole, and City Manager Tim Lyon. Absent: none.

OPENING BUSINESS. Assistant City Manager Vaughn Sullivan opened with the invocation, followed by the Pledge of Allegiance led by Cadets Butler and Van Buakleo. Council and Staff made community-related announcements. Retiree Collin Welsh received a Mayoral proclamation.

CONSENT AGENDA. Byrne made a motion to approve the consent agenda, as submitted, except for item 15, seconded by Allen. Voting aye: Eads, Byrne, Reed, Bowen, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

1. Discussion and consideration of approving the minutes of the August 13, 2019 meeting.
2. Discussion and consideration of approving the minutes of the August 24, 2019 Special Council meeting, as submitted.
3. Discussion and consideration of accepting the City Manager's Report for the month of July, 2019.
4. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2019-2020, increase: General Fund, expenses/Communications (20) \$73,837. Park & Recreation Fund, expenses/Communications (20) \$168,672. G.O. Debt Services Fund, revenue/Taxes (00) \$518,000; expenses/ (00) \$518,000. CDBG Fund, revenue/Intergovernmental (00) \$5,875; expenses/Grants Management (39) \$304,422. Police Impound Fees Fund, revenue/Miscellaneous (00) \$14,000; expenses/Police (62) \$29,100. Decrease: General Fund, expenses/Park & Rec (06) \$73,837. Park & Recreation Fund, expenses/Park & Rec (06) \$168,672. 2002 G.O. Street Bond Fund, expenses/Street Bond (69) \$347.
5. Discussion and consideration of passing and approving a Resolution 2019-23 to update a list of eligible broker/dealers for use by the City Treasurer to purchase pooled cash investments in accordance with the City's approved investment policy.
6. Discussion and consideration of approving and entering into a contract with RSM US, LLP to perform an audit of Midwest City's 2018-2019 financial statements in an amount not to exceed \$62,190, and, only if required, \$3,550 for each major Federal program.
7. Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan.

8. Discussion and consideration of renewing the Correctional Communications Services Agreement with City Tele-Coin Company, Inc. to provide inmate pay telephone services at the Midwest City Police Department Jail facility for fiscal year 2019-20.
9. Discussion and consideration of accepting the Monthly Neighborhood Services report for July 2019.
10. Discussion and consideration of approving a Resolution 2019-24 maintaining the Nine-One-One Emergency Telephone Fee Rate at three percent for calendar year 2020.
11. Discussion and consideration of approving and entering into a Memorandum of Understanding with the Oklahoma Office of Homeland Security for a Federal FY 2019 Homeland Security Grant Program grant for local funding for the Oklahoma Interoperable Communications Program in the amount of \$452,125.00 and assigning those grant funds to the State of Oklahoma for (1) planning costs for updating the Statewide Communications Plan (SCIP), (2) purchase and install interoperable communications equipment; purchase and install software upgrades for existing 800 MHz equipment; fund planning and operational oversight costs for the statewide interoperable communications systems (700/800 MHz trunked and conventional), (3) provide funding towards training & exercises for interoperable communications, (4) including but not limited to the salary and benefits of Oklahoma Office of Homeland Security and/or Oklahoma Department of Public Safety communication planners; and authorizing the mayor and/or city manager to enter into and execute any agreements and/or other documents on behalf of the City that are necessary or appropriate to effect the purposes and objectives of the grant.
12. Discussion and consideration of 1) acceptance of two Oklahoma County Community Support grants in the amount of \$12,500 for the Mid Del Group Home Sheltered Workshop and \$1,000 for a Bus Pass Program; 2) approving and entering into Agreements of Community Support with the Board of County Commissioners of Oklahoma County which establishes the terms and conditions of the grants; and 3) authorization of the Mayor and/or City Manager to enter into the necessary contracts/agreements to implement the grants.
13. Discussion and consideration of accepting the Midwest City YMCA Baseball 2018-19 financial statement.
14. Discussion and consideration of purchasing Kenwood P25 Conventional/Phase 1/Phase 2 Trunking/Encryption licensing for the Police department mobile radios in the amount of \$130,700.00 from Stolz Telecom LLC as a part of the Moving Midwest City Forward 2018 Bond projects.
15. **Discussion and consideration of approving the purchase of custom development software and enhancements for Incode Public Safety with Tyler Technologies in an amount not to exceed \$150,000.00 as a part of the Moving Midwest City Forward 2018 Public Safety Bond projects.** Eads made a motion to approve the purchase, as submitted, seconded by Bowen. Voting aye: Eads, Byrne, Reed, Bowen, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
16. Discussion and consideration of approving and entering into a project agreement for Federal-aid Project Number STPG -255F (483) AG, State Job Number 33344(04), with the Oklahoma Department of Transportation to receive federal funds up to the amount of \$738,070.00 for the Midwest City: Pedestrian Signal Upgrades Project at Various Locations.

17. Discussion and consideration of the acceptance of and making a matter of record Permit No. SL000055190587 from the State Department of Environmental Quality for the Rose State Commons Phase II Student Housing Building Sewer Line Extension, Midwest City, Oklahoma.
18. Discussion and consideration of accepting maintenance bonds from H & H Plumbing and Utilities, Inc. in the amount of \$11,987.50, \$8,946.20, and \$10,783.70, respectively. Discussion and consideration of accepting maintenance bonds from Silver Star Construction Company in the amount of \$28,233.64, respectively.
19. Discussion and consideration of accepting a Grant of Permanent Easement, from James Seto Limited Partnership, across a certain parcel of land located within the corporate boundaries of Midwest City, described as the West Six Feet of Lot Thirty-Two (32) Block One (1) of the Final Plat of St. Charles Place, to the City of Midwest City, being a part of the Southwest Quarter (SW/4) of Section Thirty-Six (36) Township Twelve (12) North Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma.
20. Discussion and consideration of accepting maintenance bonds from Godfrey & Company Site Utility Contractor, LLC in the amount of \$847.70, \$1,267.00, and \$697.00, respectively.
21. Discussion and consideration of the acceptance of and making a matter of record Permit No. WL000055190551 from the State Department of Environmental Quality for the Tuscany Ridge Section II Water Line Extension, Midwest City, Oklahoma.
22. Discussion and consideration approving Amendment #1 of the engineering contract for professional design services for construction of a 1.75 MG ground (at grade) water storage and a new booster pump station located in the vicinity of Felix Place north of S.E. 15th Street in the amount of \$338,180.00.
23. Discussion and consideration of change orders 1 and 2 amending the enhancement project funding agreement for Federal-Aid Project Number TAP-255D(328)AG, State Job Number 31435(04), with the Oklahoma Department of Transportation for the construction of the Rail w/Trail; Multi-Use Trail from S.E. 15th Street to Maple Drive along the abandoned Rail Corridor owned by ODOT, in the amount of \$37,112.42.
24. Discussion and consideration of renewing a contract, without modifications for FY 2019-2020, with O'Reilly Auto Parts for the on-site turnkey vehicle and equipment part operation in the City-wide budgeted amount of \$800,000.00.
25. Discussion and consideration of approving a lease agreement with the Lamar Companies to lease for a one year term a location for a non-accessory sign located in the Northwest Quarter of the Northwest Quarter of Section 27, Township 12 North, Range 2 West (a/k/a 7012 NE 23rd ST) in the amount of \$800.
26. Discussion and consideration approving Ordinance 3383 authorizing the sale of a 2010 Bridgeport Unit #41-03-24, property with a value of more than \$10,000.00, as required by Article IV; Section 4 of the Midwest City Charter; and providing for repealer and severability.

27. Discussion and consideration of declaring various items of City property as surplus property and authorizing their disposal by public auction, sealed bid or destruction, if necessary.
28. Discussion and consideration of declaring four (4) Decatur Genesis police radars as surplus and authorizing disposal as determined by law.

DISCUSSION ITEMS.

5. **(PC-2012) Public hearing with discussion and consideration of an ordinance to redistrict from R-6, Single Family Detached Residential to SPUD, Simplified Planned Unit Development, governed by the R-HD, High Density Residential and C-3, Community Commercial districts and a resolution to amend the Comprehensive Plan from LDR, Low Density Residential and PSP, Public/Semi-Public, to HDR, High Density Residential, for the property described as Lots 9-13, 17 and 18, Block 5 of the Pine Addition.** No action was taken.
1. **(PC-2008) Public hearing with discussion and consideration of an ordinance to redistrict from SPUD, Simplified Planned Unit Development, governed by the I-1, Light Industrial district, to Amended SPUD, Simplified Planned Unit Development, governed by the I-1, Light Industrial district subject to staff comments, for the property addressed as 1601 National Blvd.** After Staff and Applicant, Josh Parrish, spoke with Council, Byrne made a motion to approve Ordinance 3389, as submitted, seconded by Reed. Voting aye: Byrne, Reed, Bowen, Allen, Moore, and Mayor Dukes. Nay: none. Abstain: Eads. Absent: none. Motion carried.
2. **(PC – 2009) Public hearing with discussion and consideration to approve an ordinance to amend the TimberRidge Planned Unit Development governed by the R-6, Single Family Detached Residential district for the property described as a part of the SW/4 of Section 10, T-11-N, R-1-W, of the Indian Meridian, Oklahoma County, OK.** After Staff spoke with Council, Moore made a motion to approve the Ordinance 3390, as submitted, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
3. **(PC – 2010) Discussion and consideration of approval of the Replat of Lot 5 of Block 5 of the Pointon City Addition described as a part of the NW/4 of Section 6, T11N, R1W, addressed as 608 Roselawn Ave.** After Staff spoke with Council, Moore made a motion to approve the Replat, as submitted, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
4. **(PC – 2011) Discussion and consideration of approval of the proposed final plat of the Pieper Addition described as a part of the SW/4 of Section 8, T11N, R1W.** After Staff spoke with Council, Byrne made a motion to approve the final plat, as submitted, seconded by Moore. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
6. **(PC – 2013) Discussion and consideration of approval of the Midwest City Collision Office Park Final Plat, described as a part of the SW/4 of Section 12, T11N, R2W, located at 9209 SE 29th.** After Staff and Council discussion, Reed made a motion to approve the final plat, as submitted, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

7. **(PC – 2014) Discussion and consideration of approval of the Replat of Lot 4 of Block 9 of the Pointon City Addition Blocks 6, 7, 8, 9, & 10 described as a part of the NE/4 of Section 6, T11N, R1W, addressed as 10909 Bellview Dr.** After Staff spoke with Council, Byrne made a motion to approve the Replat, as submitted, seconded by Moore. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
8. **(PC – 2015) Discussion and consideration of approval of the Kambree Square, Section 1 Preliminary Plat, described as a part of the SW/4 of Section 1, T11N, R2W, located at 9205 SE 15th Street.** Applicant, Renee Clark, 9205 SE 15th, and Fern Miracle, 320 E. Fairchild, addressed Council. Staff and Council discussion was had. Byrne made a motion to approve the Preliminary Plat, as submitted, seconded by Moore. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

* Councilmember Reed left the meeting at 6:57 and returned at 6:59 PM.

9. **(PC – 2016) Discussion and consideration of approval of the proposed preliminary plat of Mary Knowlin Estate, described as a part of the SW/4 of Section 8, T11N, R1W, addressed as 2500 Hand Road.** Per the applicant's request, Reed made a motion to table the item until the September 24, 2019 meeting, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
10. **(TS-437) Discussion and consideration of changing the intersection of Austrian Pine Dr / Whitebud Pl / Red Oak Dr from a 2 way YIELD to a 4 way STOP.** After Staff spoke with Council, Byrne made a motion to approve the change, as submitted, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
11. **(TS-438) Discussion and consideration of adding additional STOP controls to the intersections of Viewpoint Dr /W Peebly Dr and Viewpoint Dr /Havenwood Dr.** After Staff spoke with Council, Byrne made a motion to approve the additional STOP controls, as submitted, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
12. **(TS-439) Discussion and consideration of recommending that the City pursue traffic calming measures on Murray Dr.** Sandy Boyle, 201 Orchard Dr., addressed Council. After Staff and Council Discussion, no action was taken.
13. **(TS-440) Discussion and consideration of supporting a change to the traffic pattern at the intersection of NE 23rd Street and Midwest Boulevard.** After Staff and Council discussion, Eads made a motion to approve the change, as submitted, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
14. **(TS-441) Discussion and consideration of a request for additional STOP controls at the intersections of North Marshall Drive and East Kittyhawk Drive and East Rickenbacker Drive and East Harmon Drive.** Molly Morrell, 313 E Kittyhawk, addressed Council. After Staff and Council discussion, Eads made a motion to approve the STOP controls, as submitted, seconded by Moore. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

15. **Discussion and consideration of passing and approving an ordinance amending the Midwest City Municipal Code, Chapter 2, Administration; Article II, City Council; Section 2-11, Time of Regular Meetings of Council; and providing for repealer and severability.** After Staff spoke with Council, Eads made a motion to approve Ordinance 3385, as submitted, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
16. **Discussion and consideration approving an ordinance amending the Midwest City Municipal Code, Chapter 20, Housing Code; Article I, Existing Structures: Section 20- 2, Code amended; establishing an effective date; and providing for repealer and severability.** After Staff spoke with Council, Byrne made a motion to approve Ordinance 3386, as submitted, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
17. **Discussion and consideration approving an ordinance amending the Midwest City Municipal Code, Chapter 28, Offenses-Miscellaneous; Article II, Offenses Against Morals; Section 28-22, Indecent Exposure; Section 28-28, Urination in Public; and Providing for repealer and severability and establishing an effective date.** After Staff and Council discussion, Eads made a motion to approve Ordinance 3387, as submitted, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
18. **Discussion and consideration to approve an ordinance amending the Midwest City Municipal Code, Chapter 42, Trees; Article I, In General; Section 42-13, Application procedures; Section 42-14, Planting trees or shrubs within public right-of-way; removal or relocation; fees; Article III, Tree Trimming, etc.; Section 42-49, Trimming; clearance; Section 42-50, Dead or diseased tree removal within right-of-way; Section 42-51, Notice to owner; Section 42-52, Hearing; Section 42-53, Cost to be determined; statement of cost to be sent; Section 42-54, Failure to pay costs to be certified to county treasurer; Placing Sections 42-55 and 42-56 in reserve; establishing an effective date; and providing for repealer and severability.** After Staff and Council discussion, Eads made a motion to approve Ordinance 3388, as submitted, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
19. **Discussion and consideration of the replacement of Brian Ensey from the Original Mile Reinvestment Committee.** Eads made a motion to appoint Kim McNew, as the replacement for the Original Mile Reinvestment Committee, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

NEW BUSINESS/PUBLIC DISCUSSION.

* Councilmember Allen left the meeting at 8:03 PM and returned at 8:08 PM.

The following people addressed the Council:

- Sandy Boyle of 201 Orchard Dr.;
- Kim McNew of 204 E Jacobs Dr.;
- Molly Morrell of 313 E Kittyhawk Dr.;
- Steve Smith of 528 Ercoupe;
- Ray Opalka of 336/338 Babb Dr.;
- Richard Cochran of 204 W Marshall;

*Councilmember Eads left the horseshoe at 8:21 PM and approached the podium.

- Susan Eads of 226 E Kitty Hawk; and

**Councilmember Eads left the meeting at 8:28 PM.

- Richard McCoy of 222 E Jacobs Dr.

ADJOURNMENT.

There being no further business, Mayor Dukes adjourned the meeting at 8:32 PM.

ATTEST:

MATTHEW D. DUKES II, Mayor

SARA HANCOCK, City Clerk



NEW BUSINESS/
PUBLIC DISCUSSION





EXECUTIVE SESSION





City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
tlyon@midwestcityok.org
Office: 405.739.1201
www.midwestcityok.org

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tim Lyon, City Manager

DATE: October 22, 2019

SUBJECT: Discussion and consideration of entering into executive session as allowed under Title 25 SS 307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.

Appropriate information will be dispersed during executive session.

TIM LYON, City Manager



City Attorney
100 N. Midwest Blvd.
Midwest City, Ok 73110
Office: 405.739.1203
Fax: 405.869.8680

TO: Honorable Mayor and City Council Members

FROM: Heather Poole, City Attorney

DATE: October 22, 2019

SUBJECT: Discussion and consideration of entering into executive session as allowed under Title 25 SS 307(B)(4) for the purpose of discussion of confidential communications between a public body and its attorney concerning a pending investigation, claim, or action.

This session is to discuss ongoing litigation and options regarding upcoming actions. Appropriate materials will be provided to council during the session.

Action to be at discretion of council.

Respectfully,

Heather Poole
City Attorney



FURTHER INFORMATION



Notice of regular Midwest City Planning Commission meetings in 2019 was filed for the calendar year with the Midwest City Clerk prior to December 15, 2018 and copies of the agenda for this meeting were posted at City Hall at least 24 hours in advance of the meeting.

MINUTES OF MIDWEST CITY PLANNING COMMISSION MEETING

October 1, 2019 - 7:00 p.m.

This regular meeting of the Midwest City Planning Commission was held in the Council Chambers, 100 North Midwest Boulevard, Midwest City, Oklahoma County, Oklahoma, on September 3, 2019 at 7:00 p.m., with the following members present:

Commissioners present: Stan Greil
Russell Smith
Dee Collins
Jess Huskey
Dean Hinton
Jim Smith
Jim Campbell

Staff present: Billy Harless, Community Development Director
Patrick Menefee, City Engineer
Kellie Gilles, Planning Manager
Brandon Bundy, City Engineer

The meeting was called to order by Chairman Greil at 7:00 p.m.

A. CALL TO ORDER
B. MINUTES

1. Motion was made by Huskey, seconded by J. Smith, to approve the minutes of the September 3, 2019 Planning Commission meeting as presented. Voting aye: Hinton, Collins, R.Smith, J. Smith, Campbell, Greil and Huskey. Nay: none. Motion carried.

C. NEW MATTERS:

1. **(PC-2021) Public hearing with discussion and consideration of an ordinance to redistrict from C-3, Community Commercial to SPUD, Simplified Planned Unit Development, governed by the C-3, Community Commercial and C-4, General Commercial districts, subject to staff comments, for the property addressed as 6308 E. Reno Ave.**

Staff presented a brief overview of this item. The applicant, Grail Pendarvis of 6308 E. Reno, was present to speak on this item. The applicant explained that he would like to operate a small batch grow operation in the space that he is renting and is currently vacant. He also rents the other space in the building and is operating a dispensary out of it. This zoning will allow him to grow and sell

his product within the same building. The applicant confirmed that no part of the business would be outdoors. There was general discussion about the item. A motion was made by R. Smith, seconded by Collins, to recommend approval of the item. Voting aye: Huskey, Campbell, Hinton, Greil, R. Smith, Collins and J. Smith. Voting nay: none. Motion carried.

2 (PC-2022) Public hearing with discussion and consideration of an ordinance to amend the Soldier Creek Industrial Park (SCIP) Planned Unit Development governed by the C-4, General Commercial district and I-2, Moderate Industrial district for the property described as a part of the NE/4 of Section 27, T-12-N, R-2-W, of the Indian Meridian, Oklahoma County, OK.

Staff presented a brief overview of this item. Robert Coleman, Economic Development Director for the City of Midwest City was present. There was general discussion. Jimmy Woodard of 7845 NE 18th Street had questions about the proposed uses and if NE 18th would ever provide access to the industrial park. Staff discussed the uses allowed under the amendment and explained that NE 18th would only be used for emergency access and is not intended to be used to provide any other access to SCIP. A motion was made by Collins, seconded by Hinton, to recommend approval of this item subject to staff comments. Voting aye: Huskey, Campbell, Hinton, Greil, R. Smith, Collins and J. Smith. Voting nay: none. Motion carried.

3 (PC-2023) Public hearing with discussion and consideration of approval of an ordinance redistricting from R-6, Single Family Detached Residential to a Planned Unit Development (PUD) governed by the R-MD, Medium Density Residential District, and of a resolution to amend the comprehensive plan from LDR, Low Density Residential, to MDR, Medium Density Residential, for the property described as a part of the Lots 7-10 of the Thomas Acres Addition.

Staff presented a brief overview of this item. The applicant, Adam Stephens of 9070 NE 13th, was present. There was general discussion about this item. The applicant stated he hoped to target the 55+ age group but did not want to limit the development to that. Staff explained concerns with the layout. Commissioner asked if the resident of each outside dwelling unit would have to walk outside from the garage to the dwelling unit. The applicant confirmed that was correct. Jim McWhirter of 3201 Wakefield Ln was present as he is working with the applicant on the project. Mr. McWhirter stated he has a similar development in Choctaw and that this development would be nice for baby boomers. There was additional discussion about the project. A motion was made by Campbell, seconded by J. Smith, to recommend approval of this item, subject to staff comments. Voting aye: Campbell and J. Smith. Voting nay: R. Smith, Hinton, Huskey, Collins and Greil. Motion failed.

4 (PC-2024) Discussion and consideration of approval of the Animal Shelter Preliminary Plat for the properties described as a part the SW/4 of Section 35, T12N, R2W, addressed as 8485 E. Reno, 2901 Woodside Drive and 2905 Woodside Drive.

Staff presented a brief overview of this item. Brandon Clabes and David Huff were present. There was general discussion about this item. A motion was made by Huskey, seconded by Collins to recommend approval of this item subject to staff comments. Voting aye: Huskey, Campbell, Hinton, Greil, R. Smith, Collins and J. Smith. Voting nay: none. Motion carried.

5 (PC-2026) Public hearing with discussion and consideration of an ordinance amending Appendix A, Zoning Regulations, of the Midwest City Code; by amending Section 5, Supplemental Regulations, Section 5.15 Single-Family Driveways and Garages; Section 5.15.1 Standards for Garages for Single-Family Units; 5.15.1(A) Applicability; providing for repealer and severability; and declaring an emergency.

Staff presented a brief overview of this item. There was general discussion about this item. A motion was made by Huskey, seconded by Campbell to recommend approval of this item. Voting aye: Huskey, Campbell, Hinton, Greil, R. Smith, Collins and J. Smith. Voting nay: none. Motion carried.

6 (PC-2027) Discussion and consideration of approval of the final plat of the Kambree Square, Section 1 described as a part of the SW/4 of Section 1, T11N, R2W, located at 9205 SE 15th Street.

Staff presented a brief overview of this item. The applicant, Renee Clark of 4855 N. McDonald in Choctaw, was present. There was general discussion about this item. A motion was made by R. Smith, seconded by Huskey to recommend approval of this item subject to staff comments. Voting aye: Huskey, Campbell, Hinton, Greil, R. Smith, Collins and J. Smith. Voting nay: none. Motion carried.

D. COMMISSION DISCUSSION: There was general discussion among the Commission and staff.

D. PUBLIC DISCUSSION: None.

E. FURTHER INFORMATION: None

There being no further matters before the Commission, motion to adjourn was made by Huskey seconded by Collins. Voting aye: Huskey, Campbell, Hinton, Greil, R. Smith, Collins and J. Smith. Voting nay: none. Motion carried.

The meeting adjourned at 8:08 p.m.

Stan Greil - Chairman
(KG)



Grants Management
100 N. Midwest Boulevard
Midwest City, OK 73110
405.739.1216

TO: Honorable Mayor and City Council

FROM: Terri L. Craft, Grants Manager

DATE: October 22, 2019

SUBJECT: Discussion and consideration approving an ordinance amending the Midwest City Municipal Code, Chapter 21, Human Rights, by amending Article II Fair Housing, Division I Generally; by repealing and reserving Section 21-16, Fair Housing; by amending Section 21-17, Complaints; by repealing and reserving Sections 21-18, Investigation of Complaints, 21-19, Hearings, 21-20, Filing of Charges; by amending Division 2 Discriminatory Practices, Title; by amending Section 21-32, Prohibited Acts; by amending Section 21-33, Exemptions; by repealing and reserving Section 21-34, Violations; and providing for repealer and severability.

The proposed changes to the Midwest City Municipal Code, Chapter 21, are provided for consistency with current federal fair housing law. Changes were made in 1988 to the federal law that were not reflected in Midwest City's ordinance. Additional changes are proposed to eliminate reference to the obsolete Fair Housing Board and Community Relations Commission.

Staff recommends approval.

A handwritten signature in cursive script that reads "Terri L. Craft".

Terri L. Craft
Grants Manager

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MIDWEST CITY MUNICIPAL CODE, CHAPTER 21, HUMAN RIGHTS, BY AMENDING ARTICLE II FAIR HOUSING, DIVISION I GENERALLY: BY REPEALING AND RESERVING SECTION 21-16, FAIR HOUSING BOARD; BY AMENDING SECTION 21-17, COMPLAINTS; BY REPEALING AND RESERVING SECTIONS 21-18, INVESTIGATION OF COMPLAINTS; FINDINGS, 21-19, HEARINGS, 21-20, FILING OF CHARGES; BY AMENDING DIVISION 2 DISCRIMINATORY PRACTICES, TITLE; BY AMENDING SECTION 21-32, PROHIBITED ACTS; BY AMENDING SECTION 21-33, EXEMPTIONS; BY REPEALING AND RESERVING SECTION 21-34, VIOLATIONS; AND PROVIDING FOR REPEALER AND SEVERABILITY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY THAT:

ORDINANCE

SECTION 1. The Midwest City Municipal Code, Chapter 21, is hereby amended by repealing and reserving Sections 21-16, 21-18, 21-19, and 21-20 and by amending 21-17 to read as follows:

Sec. 21-16. —Fair housing board.

(a) ~~There is hereby created a fair housing board for the city. The board shall be composed of seven (7) members who shall be appointed by the mayor and city council.~~

(b) ~~It shall be the duty of the board to administer and enforce the provisions of this article.~~

(c) ~~Five (5) members of the fair housing board shall constitute a quorum and a majority vote of those members present at any given meeting shall be required for the transaction of any business.~~

Sec. 21-17. - Complaints.

Any person aggrieved by a discriminatory housing practice prohibited by ordinance may file a complaint in writing with the City Manager or his designee. ~~the community relations commission a complaint in writing.~~ Complaints filed under this section must be received by the federal or state agency within one (1) year of the alleged violation, so the City will consider failure to file within eleven (11) months of the alleged violation a waiver of the application of this division, however, the complainant may file directly with the appropriate federal or state office up to the one (1) year deadline. The complaint shall be signed by the person claiming to be aggrieved and shall state the name and address of the person alleged to have violated the provisions of the ordinance, and shall further set forth the particulars of the violation and may include such other information as may be required by the City Manager or his designee. ~~community relations commission.~~ The City Manager or his designee will refer such complaints to the U.S. Department of Housing and Urban Development or the Office of Civil Rights for the Attorney General of the State of

Oklahoma, or to such other federal or state administrative agency that may have jurisdiction over the subject matter of the complaint. ~~Complaints filed under this section must be filed within thirty (30) days after the alleged violation and failure to file within such time shall be considered a waiver of the application of this division.~~

Sec. 21-18. -- Investigation of complaints; findings.

~~The community relations commission shall investigate each complaint filed with it and shall attempt an adjustment of the complaint by means of conference and conciliation. Sixty (60) days shall be allowed for the purpose of investigation, conference and conciliation. Upon determination that a complaint is not well founded, the commission may dismiss the complaint and notify the complainant and respondent in writing of the dismissal. If the community relations commission has not dismissed the complaint or if conference or conciliation has not resulted in withdrawal of the complaint within sixty (60) days from the date it was filed, the commission shall transmit its findings in writing and the complaint to the fair housing board.~~

Sec. 21-19. -- Hearings.

~~Upon receipt of the findings of the community relations commission and complaint, the fair housing board shall hold a hearing to determine whether a violation of an ordinance appears to have occurred. At least ten (10) days prior to such hearing the person named in the complaint and the complainant shall be notified in person in writing of the time and place of such hearing. The person named in the complaint may file a written response to the complaint and appear at the hearing on the complaint in person or by legal counsel. The board, when conducting such hearing, shall permit amendments to the complaint or the answer and any testimony heard at the hearing may be transcribed at the request of either party or at the direction of the board. If the board finds at the hearing that the person named in the complaint appears to have engaged in any discriminatory housing practice prohibited by ordinance, it shall so state in written findings which shall be furnished to the respondent and to the city attorney for consideration. If the board, upon hearing, finds that the person named in the complaint does not appear to have engaged in any discriminatory housing practice, it shall so state its findings and shall dismiss the complaint. The board shall establish rules and regulations to be approved by the city council to govern, expedite and effectuate the foregoing procedure.~~

Sec. 21-20. -- Filing of charges.

~~Unless the complaint is withdrawn by the complaining party or the city attorney finds that there is insufficient information upon which to base the filing of such a charge, the charge shall be filed in municipal court within ten (10) days from the city attorney's receipt of the findings of the fair housing board.~~

SECTION 2. That the Midwest City Municipal Code, Chapter 21, Article II, Division 2, Title, is hereby amended to read as follows:

DIVISION 2. - DISCRIMINATORY HOUSING PRACTICES

SECTION 3. The Midwest City Municipal Code, Chapter 21, Sections 21-32 and 21-33 are hereby amended to read as follows and repealing and reserving Section 21-34:

Sec. 21-32. - Prohibited acts.

~~It shall be unlawful for any person to:~~

- (a) No financial institution shall discriminate in the granting of any financial assistance sought by an applicant for the acquisition or construction of any housing unit because of race, color, religion, sex, handicap, familial status, or national origin.

~~Refuse to sell, lease, rent, assign or otherwise transfer the title or other interest in any housing or real property upon which residential housing is to be constructed to any person, or to discriminate in the terms or conditions of the sale, rental or leasing of any residential housing unit because of race, color, religion or national origin;~~

- (b) No person, real estate broker, salesman or agent shall do any of the following:
(1) Refuse to sell, lease, rent, assign or otherwise transfer the title or other interest in any housing or real property upon which residential housing is to be constructed to any person, or to discriminate in the terms or conditions of the sale, rental or leasing of any residential housing unit because of race, color, religion, sex, handicap, familial status or national origin;

(2) Refuse to negotiate with any person for the sale, rental or leasing of any residential property, or to represent that such property is not available for inspection, sale, rental or lease when in fact it is so available, because of such person's race, color, religion, sex, handicap, familial status, or national origin;

- (c) (3) Solicit or induce, or attempt to solicit or induce, any person owning any interest in any residential housing to sell, rent or lease, or not to sell, rent or lease such housing to any person on the grounds of loss of value due to the present or prospective entry into the neighborhood of a person of another race, color, religion, sex, handicap, familial status, or national origin, either by direct solicitation or inducement or by the purchase of other property in the neighborhood for the purpose of such inducement, or to distribute or cause to be distributed material or make statements designed to induce a residential property owner to sell or lease his property due to such change in the neighborhood; and

- (d) (4) File a complaint alleging a violation of this division, with knowledge that such complaint is false in any material respect, or to file such complaint for the sole purpose of harassment.

Sec. 21-33. - Exemptions.

Nothing in this division shall apply:

- (a) To prohibit persons from giving preference to prospective buyers or tenants for any reason other than race, color, religion, sex, handicap, familial status, or national origin;
- (b) To the sale of a dwelling which is, or was at the time when first offered for sale, the residence of its owner;

- (c) To the rental of rooms in an owner-occupied residence or in a dwelling used exclusively as a rooming house;
- (d) To the rental or leasing of a housing unit in a building containing not more than ~~eight~~ four (48) housing units; and
- (e) To the rental or leasing of a dwelling or housing unit owned by any religious or fraternal organization, or private club used and occupied for such organizational purposes.

Sec. 21-34. -- Violations.

~~No action for the violation of any of the provisions of this division shall be filed except upon the written recommendation of the fair housing board.~~

SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. SEVERABILITY. If any section, sentence, clause or portion of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on the ____ day of _____, 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

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

HEATHER POOLE, City Attorney

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MIDWEST CITY MUNICIPAL CODE, CHAPTER 21, HUMAN RIGHTS, BY AMENDING ARTICLE II FAIR HOUSING, DIVISION I GENERALLY; BY REPEALING AND RESERVING SECTION 21-16, FAIR HOUSING BOARD; BY AMENDING SECTION 21-17, COMPLAINTS; BY REPEALING AND RESERVING SECTIONS 21-18, INVESTIGATION OF COMPLAINTS; 21-19, HEARINGS; 21-20, FILING OF CHARGES; BY AMENDING DIVISION 2 DISCRIMINATORY PRACTICES, TITLE; BY AMENDING SECTION 21-32, PROHIBITED ACTS; BY AMENDING SECTION 21-33, EXEMPTIONS; BY REPEALING AND RESERVING SECTION 21-34, VIOLATIONS; AND PROVIDING FOR REPEALER AND SEVERABILITY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY THAT:

ORDINANCE

SECTION 1. The Midwest City Municipal Code, Chapter 21, is hereby amended by repealing and reserving Sections 21-16, 21-18, 21-19, and 21-20 and by amending 21-17 to reads as follows:

Sec. 21-16. Reserved

Sec. 21-17. - Complaints.

Any person aggrieved by a discriminatory housing practice prohibited by ordinance may file a complaint in writing with the City Manager or his designee. Complaints filed under this section must be received by the federal or state agency within one (1) year of the alleged violation, so the City will consider failure to file within eleven (11) months of the alleged violation a waiver of the application of this division, however, the complainant may file directly with the appropriate federal or state office up to the one (1) year deadline. The complaint shall be signed by the person claiming to be aggrieved and shall state the name and address of the person alleged to have violated the provisions of the ordinance, and shall further set forth the particulars of the violation and may include such other information as may be required by the City Manager or his designee. The City Manager or his designee will refer such complaints to the U.S. Department of Housing and Urban Development or the Office of Civil Rights for the Attorney General of the State of Oklahoma, or to such other federal or state administrative agency that may have jurisdiction over the subject matter of the complaint.

Sec. 21-18. Reserved

Sec. 21-19. Reserved

Sec. 21-20. Reserved

SECTION 2. That the Midwest City Municipal Code, Chapter 21, Article II, Division 2, Title, is hereby amended to read as follows:

DIVISION 2. - DISCRIMINATORY HOUSING PRACTICES

SECTION 3. The Midwest City Municipal Code, Chapter 21, Sections 21-32 and 21-33 are hereby amended to read as follows and repealing and reserving Section 21-34:

Sec. 21-32. - Prohibited acts.

- (a) No financial institution shall discriminate in the granting of any financial assistance sought by an applicant for the acquisition or construction of any housing unit because of race, color, religion, sex, handicap, familial status, or national origin.
- (b) No person, real estate broker, salesman or agent shall do any of the following:
 - (1) Refuse to sell, lease, rent, assign or otherwise transfer the title or other interest in any housing or real property upon which residential housing is to be constructed to any person, or to discriminate in the terms or conditions of the sale, rental or leasing of any residential housing unit because of race, color, religion, sex, handicap, familial status or national origin;
 - (2) Refuse to negotiate with any person for the sale, rental or leasing of any residential property, or to represent that such property is not available for inspection, sale, rental or lease when in fact it is so available, because of such person's race, color, religion, sex, handicap, familial status, or national origin;
 - (3) Solicit or induce, or attempt to solicit or induce, any person owning any interest in any residential housing to sell, rent or lease, or not to sell, rent or lease such housing to any person on the grounds of loss of value due to the present or prospective entry into the neighborhood of a person of another race, color, religion, sex, handicap, familial status, or national origin, either by direct solicitation or inducement or by the purchase of other property in the neighborhood for the purpose of such inducement, or to distribute or cause to be distributed material or make statements designed to induce a residential property owner to sell or lease his property due to such change in the neighborhood; and
 - (4) File a complaint alleging a violation of this division, with knowledge that such complaint is false in any material respect, or to file such complaint for the sole purpose of harassment.

Sec. 21-33. - Exemptions.

Nothing in this division shall apply:

- (a) To prohibit persons from giving preference to prospective buyers or tenants for any reason other than race, color, religion, sex, handicap, familial status, or national origin;
- (b) To the sale of a dwelling which is, or was at the time when first offered for sale, the residence of its owner;
- (c) To the rental of rooms in an owner-occupied residence or in a dwelling used exclusively as a rooming house;

- (d) To the rental or leasing of a housing unit in a building containing not more than four (4) housing units; and
- (e) To the rental or leasing of a dwelling or housing unit owned by any religious or fraternal organization, or private club used and occupied for such organizational purposes.

Sec. 21-34. Reserved

SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. SEVERABILITY. If any section, sentence, clause or portion of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on the ____ day of _____, 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

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

HEATHER POOLE, City Attorney



ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
REGIONAL TRANSPORTATION AUTHORITY (RTA)
OF CENTRAL OKLAHOMA BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 16, 2019 | 2:30 P.M.

ACOG BOARD ROOM

4205 North Lincoln Blvd, Oklahoma City, Oklahoma

AGENDA

1. Welcome and Introductions ([Attachment 1](#)) - Brad Henry, RTA Board Chair
2. Review and Approval of the September 30, 2019 Minutes ([Attachment 2](#)) - Brad Henry, RTA Board Chair
3. RTA Monthly Financial Report ([Attachment 3](#)) - Mark W. Sweeney, Interim RTA Executive Director
4. Report on establishment of RTA bank accounts and transfer of local funds from ACOG to RTA and discuss and consider approval of Resolution adopting banking procedures ([Attachment 4](#)) - Mark W. Sweeney, Interim RTA Executive Director
5. Discuss and consider approval of [Assignment and Assumption Agreement](#) relating to the RTA Consultant's Agreement for Professional Services - Brad Henry, RTA Board Chair
6. Discuss and consider approval of [Resolution](#) adopting [RTA Procurement Policy](#) and [Procurement Procedures Manual](#) - Brad Henry, RTA Board Chair
7. Discuss and consider approval of and process for finalizing RFP for Consulting Services, including establishment of RFP Evaluation Committee - Brad Henry, RTA Board Chair
8. Discuss and consider approval of [Subrecipient Funding Agreement](#) - Brad Henry, RTA Board Chair
9. Public Comments - Brad Henry, RTA Board Chair
10. New Business - Brad Henry, RTA Board Chair
11. Adjourn

Next Meeting: Wednesday, November 13 at 2:30 p.m.

Please notify ACOG at 405.234.2264 (TDD/TTY Call 7-1-1 Statewide) if you require accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

Chair
Matt Dukes
Midwest City Mayor

Vice-Chair
Steven J. Gentling
Guthrie Mayor

Secretary/Treasurer
David Bennett
The Village Vice-Mayor

Executive Director
Mark W. Sweeney, AICP

ATTACHMENT 1

WELCOME AND INTRODUCTION

REGIONAL TRANSPORTATION AUTHORITY
OF CENTRAL OKLAHOMA BOARD OF DIRECTORS

MEMBERSHIP LIST

CITY	NAME
CITY OF DEL CITY	Ken Bartlett
CITY OF EDMOND	James Boggs, <i>Treasurer</i>
CITY OF MIDWEST CITY	Aaron Budd
CITY OF MOORE	Steve Eddy
CITY OF NORMAN	Marion Hutchison, <i>Vice-Chair</i>
CITY OF OKLAHOMA CITY	Brad Henry, <i>Chair</i>
	Mary Mélon, <i>Secretary</i>

ATTACHMENT 2

SEPTEMBER 30, 2019 MINUTES

A regular meeting of the Regional Transportation Authority (RTA) was convened at 2:30 p.m. on Wednesday September 30, 2019 in the Board Room of the Association of Central Oklahoma Governments (ACOG), 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk and by notice posted at the ACOG office at least twenty-four (24) hours prior to the meeting.

RTA Board of Directors Present

Ken Bartlett	Del City
James Boggs	Edmond
Aaron Budd	Midwest City
Steve Eddy	Moore
Marion Hutchison	Norman
Mary Melon	Oklahoma City
Brad Henry	Oklahoma City

RTA Board of Directors Absent

None

Municipal Staff Support Present

Randy Entz, Planning Director	Edmond
Mark Edwards, City Manager	Del City
Shawn O'Leary, Dir. of Public Works	Norman
Billy Harless, ADA Project Director	Midwest City
Brooks Mitchell, City Manager	Moore
Jason Ferbrache, COTPA Admin.	Oklahoma City

Guests Present

Jason Huff, Project Manager	ODOT, Office of Mobility and Rail line Transit
Jim Hatt, Asst. Division Manager	ODOT, Rail Division
Derek Sparks, Government Relations	Greater OKC Chamber of Commerce
Kathryn Holmes	RTA Consultant
Pete White, Attorney	ACOG Legal Counsel
Mike Patterson	HNTB

ACOG Staff

Mark W. Sweeney	Executive Director (Interim RTA Executive Director)
John Sharp	Deputy Director
Debbie Cook	Director of Finance
Jennifer Sebesta	Manager, TPS
Hayden Harrison	Project Coordinator, II, TPS
Hannah Nolen	Associate Planner, TPS
Jordan Evans	Assistant Planner, TPS
Gwendolyn Gordon	Administrative Assistant

1. Welcome and Introductions

Director Brad Henry called the meeting to order. He welcomed everyone and entertained introductions. There was a quorum.

2. Review and Approval of the July 17, 2019 Minutes

Director Brad Henry asked to amend the July 17, 2019 minutes to show the motion carried (7-0) to adjourn.

Director James Boggs moved to amend the July 17, 2019 minutes. Director Steve Eddy seconded the motion. The motion carried. (7-0)

Director Brad Henry moved to approve the amended July 17, 2019 minutes. Director Ken Bartlett seconded the motion. The motion carried. (7-0)

3. RTA Monthly Financial Report

Debbie Cook presented the Board with handouts of the monthly RTA Statements of Revenue and Expenditures for the period of June 30, 2019 through August 31, 2019. Ms. Cook told the Board that as of this morning the month of September has not closed, so you do not have all the direct labor costs to the RTA funds.

Debbie Cook said ACOG is in the process of switching banking arrangements from Bank of America to Chase Bank. She said ACOG is moving the RTA account into a separate account because you can move the funds faster, and this will happen sometime in early October.

Director Brad Henry asked if there were any questions, and Director James Boggs said he would like to have the financial report before the agenda meeting. Mark Sweeney said "yes," ACOG could provide the report before the meeting for the Board members to review.

Director Brad Henry told Ms. Cook that he would like the new RTA account to not have ACOG's name on it. Ms. Cook said she could do that, but she would need a Federal Tax ID number and the account would need at least two signers. Ms. Cook said she would start the process of separation of the RTA from ACOG.

Director Brad Henry asked the Board if there were any other questions regarding the Financial Report. There were no questions.

4. Subcommittee Report

Director Marion Hutchison said they have had two meetings and the discussion with BNSF is still ongoing.

5. Update and Discussion Concerning Procurement Policy Research and Next Steps

Mark Sweeney presented the Board with handouts on the Procurement research for the RTA which highlighted the requirement policies from the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA). Research included: conference call coordination with multiple agencies, discussions with FTA Region VI Procurement Officer, and conversations with the Mid-regional Council of Governments (MRCOG) in Albuquerque.

ACOG was mindful of the fact that any RTA procurement policy would have to satisfy both the FTA and FHWA requirements. Staff also researched the possibility of using state administered cooperative purchasing agreements for both the RTA's use and other ACOG related federal uses.

In discussions with MRCOG, it was discovered that the COG has two procurement policies, one for the COG and one for the Rio Metro Regional Transit District. The procurement policy for Rio Metro has additional documents included to ensure that it meets all federal requirements. Rio Metro procures all items for the Transit District.

Mark Sweeney stated that the ACOG Procurement Policy includes all possible purchasing options. It would allow the RTA Board to make all the decisions on acquisitions and the selection of future consultants.

Based on the information ACOG has gathered from FTA and FHWA officials. The RTA can access FHWA PL and FTA funds. There is flexibility in contracting for consulting services (RFP, cooperative purchases and interlocal government agreements). Based on RTD/RTA Task Force past history and other MPOs/COGs providing services for regional transit agencies, staff believes that ACOG will be able to effectively support the RTA decisions pertaining to the procurement process.

ACOG's research is directly from FTA/FHWA the agencies and people the RTA will be working with going forward. This is based on adhering to the advice from the RTA Consultant that we verify that each step that the RTA makes must conform with FTA/FHWA guidelines. Based on the last 10 years, ACOG has progressively coordinated the evolutionary process that created the RTA by providing the financial match for many of the past studies and initiatives. ACOG's objective is to raise the profile of the RTA by establishing their own Procurement Policy and timing a change in status that allows maximum access to FTA/FHWA funding.

Kathryn Holmes said she agrees with ACOG, there are two (2) ways legally that the RTA can go forward and procure services for the transit and other services that support the RTA interest. Ms. Holmes said ACOG can do the procurement for RTA, or RTA can do procurement for itself after adopting the RTA procurement manual. She said in either event ACOG would have to update its policy to include the federal requirements.

Ms. Holmes said the RTA would have to adopt a procurement policy. She said the suggestion that the RTA policy would not include all forms of procurement is not accurate. She said it would include all available procurement methods authorized by law and not just the third-party contracting method; it would be a full procurement manual. Ms. Holmes said the RTA today will not need a procurement manual, but eventually it will.

Ms. Holmes said if the RTA goes forward with an RTA Procurement Manual, she would adopt a manual that is fully flushed out, to include all forms of Office Management and Enterprise Services (OMES) schedule.

Ms. Holmes said when the RTA Task Force was started in November of 2017, only two of the Board Members were here. She said in her second meeting, she presented the Task Force with her proposal. Ms. Holmes said her short version is to follow the money and get the RTA qualified to receive federal money.

Ms. Holmes said the objective is to have the RTA recognized in the state of Oklahoma as a separate entity and to start building what the federal government refers to as Institutional Capacity. She said Institutional Capacity is a technical term that is necessary to demonstrate as you start to qualify for discretionary federal grants to support capital investments. It refers to your legal, technical, and operational capacity before the federal government will grant you money.

Ms. Holmes said the more the RTA can demonstrate they are operating on their own, like their own bank account and Bylaws, the higher they will rate with the federal government.

Ms. Holmes said she does not foresee a roadblock concerning federal money, but to be sure, she suggests talking with Cardinal Consultant Group, getting their recommendations, and giving the Board an answer by the next agenda meeting, October 16.

Director Steve Eddy asked if, under the separate subrecipient, eventually RTA would have their own staff separating it from ACOG, sooner than later. Ms. Holmes answered that she could not tell him when that would happen, but eventually it must happen.

Director James Boggs said that it seems to him that every city's RTA system is different. Kathryn Holmes said yes and that she and ACOG spent eighteen months looking at various governing models. She said she feels the MRCOG model is going backwards because of the work she already did. She asked Jennifer Sebesta if she could send a link of the document to the Board members. Jennifer Sebesta said yes, she will give each board member a link to the document, but it is also available on ACOG's website.

Director Brad Henry mentioned that he sent out a two-page memo to the Board last Friday discussing what Kathryn will be talking about regarding the Procurement Policy. He also gave the Board an American Public Transit Association (APTA) guide on procurement policies. Director Henry said the type of procurement policy the RTA needs will be lengthy, and therefore, he decided to take a vote on the Procurement Policy at the next RTA meeting.

Director Mary Melon asked Kathryn Holmes how long it would take to get the procurement guideline. Kathryn Holmes said she has already drafted a Procurement Policy Manual (PPM), and she can deliver it at the next RTA meeting. Ms. Holmes said this document has a link in it to the federal requirements, so the manual itself never goes out of date. She said it is written as a manual for someone who works in Procurement, with check lists, forms, etc.

Director Brad Henry asked if there were any other questions about Procurement. There were no further questions.

6. Discuss and Consider Authorizing RTA Consultant to Develop RFP for Transit Planning Services

Director Brad Henry turned the RFP discussion over to Kathryn Holmes. Ms. Holmes said the last study was published in 2015 and it was the Commuter Corridor Study

(CCS). She said this study looked at transit alternative in the region, but there was no transit mode. There was a bus only mode, bus rapid mode, light rail transit mode, and commuter rail mode.

Kathryn Holmes said the study had color charts that showed how each mode ranked in different scenarios. She said the commuter rail line scored the most favorable to the region and was recommended as the locally preferred alternative. However, she said when you go back and look at the data, it does not rank well; it gets a lot of red marks and the federal government will look at that and not want to fund a rail line that doesn't score well. Ms. Holmes said the study assumed there was access to the BNSF railway, which was not true, and should have been corrected. She said the rail access costs to build out the passenger system. was not fully flushed out,

Ms. Holmes suggested to the Board that they get really focused on exactly what the operating scenario would be. She said we require real numbers based on what BNSF is providing us today and then you will want to update the RPF assumptions.

Director Henry asked Kathryn Holmes to talk about how long it would take her to prepare the Request for Proposal (RFP). Ms. Holmes said she can have something completed by the end of October and out for bidding in November and get the proposals back by the end of the year.

Director Brad Henry asked for a motion to have Kathryn Holmes, RTA Consultant, to develop the RFP for Transit Planning. Director Mary Melon moved to approve. Director Marion Hutchison seconded the motion. The motion carried. (7-0)

Director Aaron Budd exited the meeting as he had a 3:30 appointment.

Director Henry asked for a motion to move into the Executive Session. Director Steve Eddy made the motion to move into Executive Session. Director James Boggs seconded the motion. The motion carried. (6-0)

7. Proposed Executive Session

Meeting closed to the public; session was recorded for the record.

8. Open Public Meeting

Director Brad Henry moved to approve reconvening the regular meeting. Director Mary Mélon seconded the motion. The motion carried. (6-0)

9. Public Comments

None

10. New Business

None

11.. Adjourn

Director Brad Henry asked for a motion to adjourn. Director Ken Bartlett made a motion to adjourn. Director Steve Eddy seconded the motion. The motion carried. (6-0) The meeting adjourned at 4:00 p.m.

ATTACHMENT 3

RTA LOCAL FUNDING

Local split	Population	% Pop	Local Share Contributed	Spent Through 9/30/2019	Funds Remaining 8/31/2019
Del City	21,332	2.3621%	\$ 49,579.47	\$ 17,371.61	\$ 32,207.86
Edmond	81,405	9.0138%	189,200.13	66,291.77	122,908.36
Midwest City	54,371	6.0204%	126,368.16	44,276.76	82,091.40
Moore	55,081	6.0990%	128,018.33	44,854.95	83,163.38
Norman	110,925	12.2825%	257,810.01	90,331.24	167,478.77
OKC	579,999	64.2222%	1,348,023.89	472,319.41	875,704.48
	903,113		\$ 2,099,000.00	\$ 735,445.75	\$ 1,363,554.25

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Statement of Revenues and Expenditures by Period
RTA
From 7/1/2019 Through 09/30/2019

		FY 16	FY 17	FY 18	FY 19	FY 20 To Date	
		7/1/2015 - 6/30/2016	7/1/2016 - 6/30/2017	7/1/2017 - 06/30/18	07/01/18- 06/30/19	07/01/19- 09/30/19	Total
Expenditures							
Salaries	5000	\$ 3,571.36	\$ 9,878.16	\$ 27,296.42	\$ 43,099.31	\$ 10,327.24	\$ 94,172.49
Fringe Benefits	5020	1,378.16	3,631.64	10,353.04	15,539.85	4,349.84	35,252.53
Mileage	6000	0.00	0.00	0.00	89.32	-	89.32
Travel	6020	0.00	25.33	173.96	39.22	-	238.51
Insurance	6100	0.00	0.00	0.00	342.24	2,496.76	2,839.00
Postage	6220	0.00	0.00	0.00	49.00	-	49.00
Printing	6240	0.00	0.00	0.00	135.00	-	135.00
Printing - local	6240	0.00	0.00	0.00	323.07	-	323.07
Supplies	6300	0.00	0.00	0.00	578.06	-	578.06
Telephone	6320	0.00	0.00	0.00	0.00	27.69	27.69
Internet Service	6340	0.00	40.34	0.00	0.00	-	40.34
Special Projects	6370	0.00	0.00	0.00	2,687.73	-	2,687.73
Legal	6400	0.00	0.00	1,071.00	7,075.00	2,125.00	10,271.00
Consultants - Massie	6420	0.00	760.07	4,468.75	0.00	-	5,228.82
Consultants - Holmes	6420	0.00	0.00	304,115.55	347,208.53	23,630.53	674,954.61
Indirect Costs	6900	2,633.22	7,767.74	23,067.17	38,687.92	9,992.16	82,148.21
Total Expenditures		\$ 7,582.74	\$ 22,103.28	\$ 370,545.89	\$ 455,854.25	\$ 52,949.22	\$ 909,035.38
Federal Revenue (PL/FTA)		\$ 5,960.04	\$ 17,682.62	\$ 52,148.30	\$ 78,041.12	\$ 19,757.54	\$ 173,589.63
Local Match from RTA Participants		1,622.70	4,420.66	318,397.59	377,813.13	33,191.68	735,445.75
Total Revenues		\$ 7,582.74	\$ 22,103.28	\$ 370,545.89	\$ 455,854.25	\$ 52,949.22	\$ 909,035.38

These are 100% RTA local not 80% fed/20% local

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Statement of Revenues and Expenditures by Period
RTA
From 7/1/2019 Through 09/30/2019

		<u>07/01/19-</u> <u>07/31/19</u>	<u>08/01/19-</u> <u>08/31/19</u>	<u>09/01/19-</u> <u>09/30/19</u>	<u>Total</u>
Expenditures					
Salaries	5000	\$ 3,237.35	\$ 631.34	\$ 6,458.55	\$ 10,327.24
Fringe Benefits	5020	1,363.57	265.92	2,720.35	4,349.84
Mileage	6000	-	-	-	-
Travel	6020	-	-	-	-
Insurance	6100	2,496.76	-	-	2,496.76
Postage	6220	-	-	-	-
Printing	6240	-	-	-	-
Printing - local	6240	-	-	-	-
Supplies	6300	-	-	-	-
Telephone	6320	-	27.69	27.69	55.38
Internet Service	6340	-	-	-	-
Special Projects	6370	-	-	-	-
Legal	6400	-	-	2,125.00	2,125.00
Consultants - Massie	6420	-	-	-	-
Consultants - Holmes	6420	-	18,495.53	5,135.00	23,630.53
Indirect Costs	6900	3,132.31	610.85	6,249.00	9,992.16
Total Expenditures		\$ 10,229.99	\$ 20,031.33	\$ 22,715.59	\$ 52,976.91
Federal Revenue (PL/FTA)		\$ 6,186.58	\$ 1,228.64	\$ 12,364.47	\$ 19,779.70
Local Match from RTA Participants		4,043.41	18,802.69	10,351.12	33,197.21
Total Revenues		10,229.99	20,031.33	22,715.59	52,976.91

These are 100% RTA local not 80% fed/20% local

ATTACHMENT 4

BANKING PROCEDURES RESOLUTION



RESOLUTION

THE BOARD OF DIRECTORS OF THE
REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA
4705 N. LINCOLN BLVD.
OKLAHOMA CITY, OKLAHOMA 73105

Be it resolved that

_____	Brad Henry, Chair
_____	Marion Hutchison, Vice-Chair
_____	James Boggs, Treasurer
_____	Mark W. Sweeney, Interim RTA Executive Director
_____	John M. Sharp, ACOG Deputy Director

of the Regional Transportation Authority of Central Oklahoma whose signatures(s) appear(s) above are appointed as official custodians of the Authority's funds. They have plenary authority, including control, over funds owned by the Authority. Control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds. Two (2) signatures shall be required on checks against the accounts. This resolution is effective October 16, 2019 and supersedes all prior authorizations, which are hereby cancelled.

I hereby certify that the foregoing is a full, true and correct copy of a resolution regularly adopted on October 16, 2019 by the Board of Directors of the Regional Transportation Authority of Central Oklahoma and is in full force. That the signatures above hereof are genuine and of the respective officers of said Authority as designated thereon.

IN WITNESS WHEREOF, the undersigned affixed his/her signature this 16th day of October 2019.

SECRETARY



MIDWEST CITY
MUNICIPAL AUTHORITY
AGENDA FOR
OCTOBER 22, 2019



The 6:00 PM meetings will be shown live on Channel 20 and streamed live on the City of Midwest City - Government Facebook page.



The recorded video will be available on YouTube and the City's website within 48 hours: Bit.ly/youtubemwc.



The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.



To make a special assistance request, call 739-1215 or email bbundy@midwestcityok.org no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.



The Trustees will go directly into the City meetings down in the Council Chambers of City Hall at 6:00 PM. However, they will informally gather at or after 5:00 PM in the second floor conference room for dinner, but no business will be discussed or acted upon and the room will be open to the public. Meals will only be provided to the Trustees and staff.



CITY OF MIDWEST MUNICIPAL AUTHORITY AGENDA
City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

October 22, 2019 – 6:01 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so that Trustees, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with approval of all Trustees, or members of the audience wish to discuss an item, it will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the regular September 24, 2019 meeting, as submitted. (Secretary - S. Hancock)
 2. Discussion and consideration of restricting public vehicular access to Morris McGee Drive from October 23, 2019 to January 10, 2020 only that associated with Holiday Lights Spectacular. (City Manager - V. Sullivan)
 3. Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending September 30, 2019. (City Manager - T. Lyon)
- C. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Authority on any Subject not scheduled on the Regular Agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.**
- D. ADJOURNMENT.



CONSENT AGENDA



A notice for the regular Midwest City Municipal Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Municipal Authority Minutes

September 24, 2019 – 6:01 PM

This meeting was held in the Midwest City Council Chamber in City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 7:44 PM with the following members present: Trustees Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore with Secretary Sara Hancock, City Attorney Heather Poole, and City Manager Tim Lyon. Absent: none.

CONSENT AGENDA. Allen made a motion to approve the consent agenda as submitted, seconded by Byrne. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore and Chairman Dukes. Nay: none. Absent: none. Motion carried.

1. Discussion and consideration of approving the minutes of the September 10, 2019 meeting, as submitted.
2. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2019-2020, increase: FF&E Reserve Fund, revenue/Transfers In (00) \$204,087; expenses/ Hotel/Conf Center (40) \$204,087. Capital Improvements Revenue Bond Fund, expenses/ Transfers Out (00) \$204,087.
3. Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending August 31, 2019.

NEW BUSINESS/PUBLIC DISCUSSION.

There was no new business or public discussion.

ADJOURNMENT.

There being no further business, Chairman Dukes closed the meeting at 7:45 PM.

MATTHEW D. DUKES II, Chairman

ATTEST:

SARA HANCOCK, Secretary



Vaughn Sullivan
Assistant City Manager
vsullivan@midwestcityok.org
100 N. Midwest Blvd.
Midwest City, Oklahoma 73110
O: 405-739-1207 /Fax: 405-869-8604

Memorandum

TO: Honorable Chairman and Trustees, Midwest City Municipal Authority

FROM: Vaughn K. Sullivan, Assistant City Manager

DATE: October 22, 2019

SUBJECT: Discussion and consideration of restricting public vehicular access to Morris McGee Drive from October 23, 2019 to January 10, 2020 to only that associated with Holiday Lights Spectacular.

As in the past, we are requesting that public vehicular access to Morris McGee Drive be restricted to only that associated with Holiday Lights Spectacular. This year Holiday Lights Spectacular will run from November 21, 2019 through December 25, 2019.

Staff recommends approval.

Vaughn K. Sullivan
Assistant City Manager



THE CITY OF
MIDWEST CITY

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Tim Lyon, City Manager

DATE: October 22, 2019

RE: Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending September 30, 2019.

This item is on the agenda at the request of the Authority. Attached to this memorandum is information concerning the status of the Sheraton Midwest City Hotel at the Reed Center.

Any time you have a question concerning the conference center and hotel, please feel free to contact me at 739-1201.

Tim L. Lyon

Tim Lyon
City Manager

Attachment (1)

SHERATON MIDWEST CITY HOTEL AT THE REED CENTER

Fiscal Year 2019-2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Revenue												
Budgeted (MTD)	372,710	481,117	410,780									
Actual (MTD)	299,162	477,929	466,117									
Budgeted (YTD)	372,710	853,827	1,264,677									
Actual (YTD)	299,162	777,091	1,243,207									
Expenses												
Budgeted (MTD)	389,068	464,352	422,790									
Actual (MTD)	386,683	443,824	431,992									
Budgeted (YTD)	389,068	853,420	1,276,210									
Actual (YTD)	386,683	830,507	1,262,499									
Revenue vs. Expenses												
Budgeted (MTD)	(16,358)	16,765	(12,040)									
Actual (MTD)	(87,521)	34,105	34,125									
Budgeted (YTD)	(16,358)	407	(11,633)									
Actual (YTD)	(87,521)	(53,416)	(19,291)									
Key Indicators												
Hotel Room Revenue	220,117	251,110	234,069									
Food and Banquet Revenue	57,751	195,299	177,193									

Fiscal Year 2018-2019	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Revenue												
Budgeted (MTD)	341,442	447,668	431,838	532,961	405,584	317,691	266,291	392,463	591,214	522,635	569,632	461,272
Actual (MTD)	384,934	454,587	328,389	590,459	430,083	315,262	168,164	388,910	591,844	437,652	510,688	480,742
Budgeted (YTD)	341,442	789,110	1,220,948	1,753,909	2,159,493	2,477,184	2,743,475	3,135,938	3,727,152	4,249,787	4,819,419	5,270,691
Actual (YTD)	384,934	839,521	1,167,910	1,758,369	2,188,452	2,503,714	2,671,879	3,060,789	3,652,633	4,090,284	4,600,972	5,081,714
Expenses												
Budgeted (MTD)	418,478	449,923	421,755	478,040	410,232	400,674	351,565	381,945	501,702	469,862	497,663	426,201
Actual (MTD)	418,401	431,481	383,381	506,459	399,967	346,444	317,815	355,961	474,876	412,524	423,702	463,262
Budgeted (YTD)	418,478	863,401	1,285,156	1,763,196	2,173,428	2,574,102	2,925,667	3,307,612	3,809,314	4,279,176	4,776,839	5,203,040
Actual (YTD)	418,401	849,882	1,233,263	1,739,721	2,139,688	2,486,132	2,803,947	3,159,907	3,634,783	4,047,307	4,471,009	4,934,271
Revenue vs. Expenses												
Budgeted (MTD)	(77,036)	2,745	10,083	54,921	(4,648)	(82,983)	(85,274)	10,518	89,512	52,773	71,969	26,071
Actual (MTD)	(33,467)	23,106	(54,992)	84,000	30,117	(31,182)	(149,650)	32,950	116,968	25,127	86,986	17,480
Budgeted (YTD)	(77,036)	(74,291)	(64,208)	(9,287)	(13,935)	(96,918)	(182,192)	(171,674)	(82,162)	(29,389)	42,580	67,651
Actual (YTD)	(33,467)	(10,361)	(65,353)	18,648	48,764	17,582	(132,068)	(99,118)	17,850	42,977	129,963	147,443



NEW BUSINESS/
PUBLIC DISCUSSION





MIDWEST CITY
MEMORIAL HOSPITAL AUTHORITY
AGENDA FOR
OCTOBER 22, 2019



The 6:00 PM meetings will be shown live on Channel 20 and streamed live on the City of Midwest City - Government Facebook page.



The recorded video will be available on YouTube and the City's website within 48 hours: Bit.ly/youtubemwc.



The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.



To make a special assistance request, call 739-1215 or email bbundy@midwestcityok.org no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.



The Trustees will go directly into the City meetings down in the Council Chambers of City Hall at 6:00 PM. However, they will informally gather at or after 5:00 PM in the second floor conference room for dinner, but no business will be discussed or acted upon and the room will be open to the public. Meals will only be provided to the Trustees and staff.



MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

October 22, 2019 - 6:02 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so that the Trustees, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with approval of all Trustees, or members of the audience wish to discuss an item, it will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the regular October 8, 2019 meeting, as submitted. (Secretary - S. Hancock)
 2. Discussion and consideration of an agreement with Schwarz Paving Company for temporary staging of construction equipment at 8826 and 8828 SE 29th Street, for an approximate term of 6 months, payment for use will be \$1,200 worth of borrow soil and/or crushed concrete. (Community Development - B. Bundy)
- C. DISCUSSION ITEM.
1. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives. (Finance - C. Barron)
- D. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Authority on any Subject not scheduled on the Regular Agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.**
- E. ADJOURNMENT.



CONSENT AGENDA



A notice for the regular Midwest City Memorial Hospital Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Memorial Hospital Authority Minutes

October 08, 2019 – 6:01 pm

This meeting was held in the Midwest City Council Chambers at City Hall, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. Chairman

Chairman Matt Dukes called the meeting to order at 6:48 PM with the following members present: Trustees: Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore with Secretary Sara Hancock, City Attorney Heather Poole, and City Manager Tim Lyon. Absent: none.

DISCUSSION ITEMS.

- 1. Discussion and consideration of approving the minutes of the regular September 24, 2019 meeting, as submitted.** Eads made a motion to approve the minutes, as submitted, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.
- 2. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.** No action was needed.

NEW BUSINESS/PUBLIC DISCUSSION.

There was no new business or public discussion.

ADJOURNMENT.

There being no further business, Chairman Dukes adjourned the meeting at 6:49 PM.

MATTHEW D. DUKES II, Chairman

ATTEST:

SARA HANCOCK, Secretary



CITY of MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

Billy Harless, Community Development Director
Brandon Bundy, P.E., City Engineer

ENGINEERING DIVISION
Brandon Bundy, P.E., City Engineer
CURRENT PLANNING DIVISION
Kelly Gilles, Manager
COMPREHENSIVE PLANNER
Petya Stefanoff, Comprehensive Planner
BUILDING INSPECTION DIVISION
Christine Brakefield, Building Official
GIS DIVISION
Greg Hakman, GIS Coordinator

TO : Honorable Chairman and Trustees

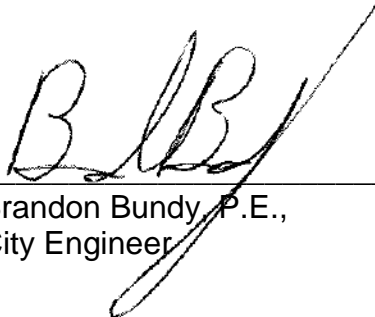
FROM : Brandon Bundy, P.E., City Engineer

DATE : October 22nd, 2019

SUBJECT : Discussion and consideration of an agreement with Schwarz Paving for temporary staging of construction equipment at 8826 and 8828 SE 29th Street, for an approximate term of 6 months, payment for use will be \$1,200 worth of borrow soil and/or crushed concrete.

Schwarz Paving Company was recently awarded the SE 29th Street reconstruction project. This project is large enough in scope that the contractor wants a large yard to place equipment and use as staging. The contractor has identified city land as a good location and has worked with staff to come up with the attached agreement.

Staff recommends approval.



Brandon Bundy, P.E.,
City Engineer

Attachment

Schwarz Companies

Schwarz Paving Co., Inc.

8251 West Reno

Phone: (405) 789-7203

Schwarz Asphalt, LLC

Oklahoma City, OK 73127

Fax: (405) 789-7303

October 9, 2019

City of Midwest City
Attention: Brandon Bundy
100 N Midwest Boulevard
Midwest City, OK 73110

John Mayfield, President
Schwarz Paving Company, Inc.
8251 West Reno
Oklahoma City, OK 73127

Re: Temporary Agreement for Lot located at 8826 and 8828 SE 29th Street Midwest City, Oklahoma.

This letter will serve as an Agreement for a temporary staging area located at 8826 and 8828 SE 29th Street Midwest City, Oklahoma. This Temporary Agreement is entered into on October 22nd, 2019, by and between CITY OF MIDWEST CITY (Owner) and SCHWARZ PAVING COMPANY, INC., according to the following terms and conditions:

PREMISES: 8826 and 8828 SE 29th Street Midwest City, Oklahoma.

THE TERM:

The term of this Temporary Agreement shall be approximately six (6) months from the date of agreement execution. For compensation of use of the yard, Schwarz Paving will give Midwest City \$1,200 worth of borrow soil and/or crushed concrete. The owner has the option to void this agreement with 60 days advance written notice. Any utilities required by Schwarz Paving Company will be furnished by Schwarz Paving Company. The property is "as is" condition at the commencement of the lease. Schwarz Paving Company shall hold harmless and indemnify the Owner for any hazardous materials brought onto the property during the term of this lease. Schwarz Paving Company shall be responsible for any cost related to the removal and/or monitoring of any hazardous material brought onto the property during the term of this lease. Schwarz Paving Company shall indemnify and hold Owner harmless for any claims arising from said hazardous material. Schwarz Paving Company shall comply with all EPA standards during the term of this lease and shall leave the real property in compliance with EPA standards at the termination of this lease.

OCCUPANCY & USE:

Premises shall be used for contractor's mobilization, parking, equipment, materials and storage.

MAINTENANCE:

SCHWARZ PAVING COMPANY, INC. agrees to maintain and make any and all repairs sustained from damage caused by the use of the premises and guarantees to return premises to its original condition.

INSURANCE:

SCHWARZ PAVING COMPANY, INC., agrees to carry \$1,000,000 in comprehensive general liability insurance and provide the owner with a copy.

All terms and conditions of this Temporary Agreement are hereby ratified and acknowledged.

Agreed and executed this _____ day of October, 2019.


Attest:

The City of Midwest City

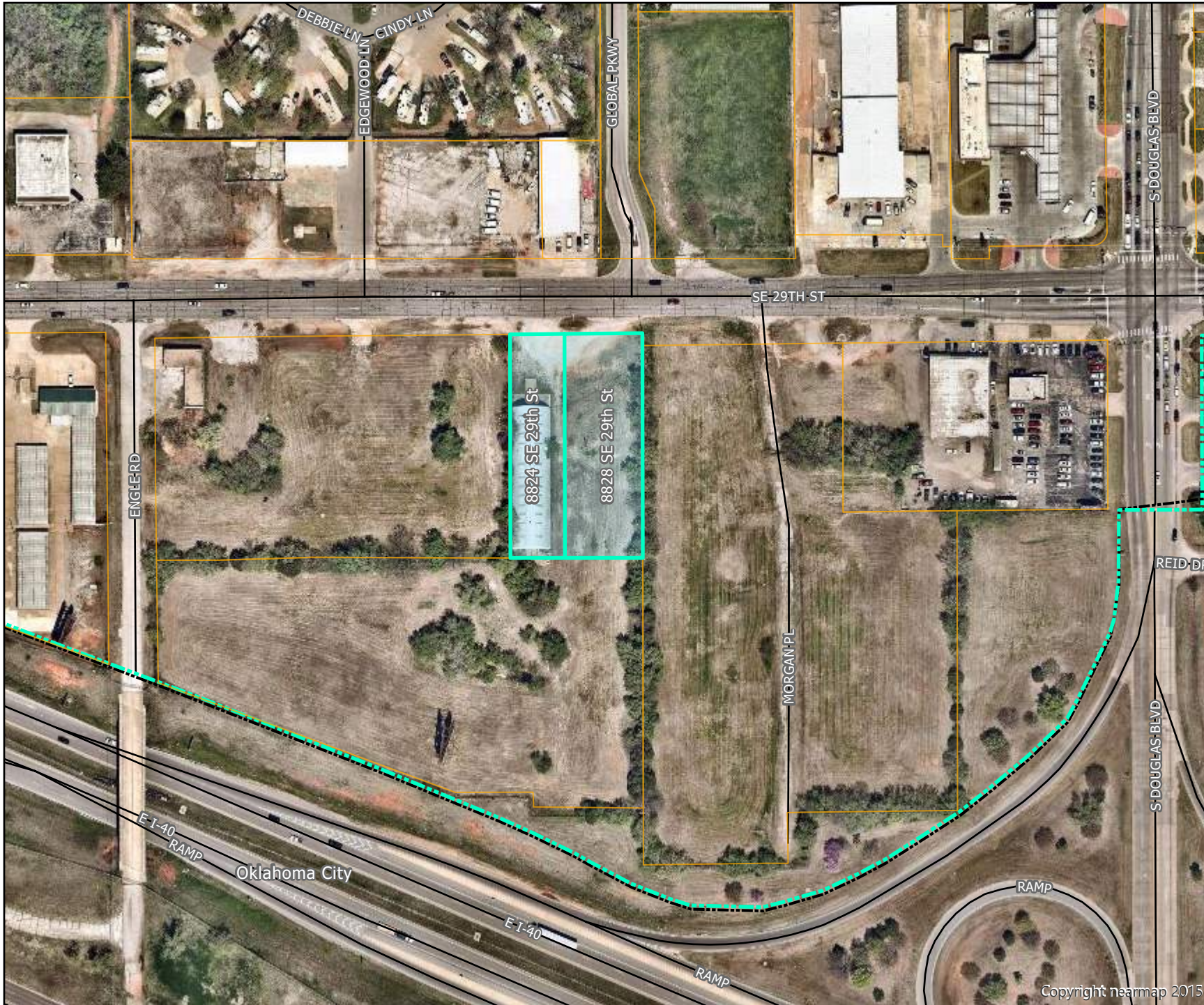
City Clerk



Mayor

SCHWARZ PAVING COMPANY, INC.



John Mayfield, President



-  MWC City Limits
-  Parcel Boundaries



1 in = 172 ft
when printed actual size
on 8-1/2x11" paper

DISCLAIMER

This map is a general information public resource. The City of Midwest City makes no warranty, representation or guarantee as to the content, accuracy, timeliness or completeness of any of the information provided on this map. Any party's use or reliance on this map, or any information on it, is at that party's own risk and without liability to the City of Midwest City, its officials or its employees for any discrepancies, errors or variances that may exist.



DISCUSSION ITEM





Midwest City Memorial Hospital Authority
100 North Midwest Boulevard
Midwest City, Oklahoma 73110
Office (405) 739-1207/Fax (405) 739-1208
www.midwestcityok.org

MEMORANDUM

To: Honorable Chairman and Trustees

From: Christy Barron, Finance Director

Date: October 22, 2019

Subject: Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.

Jim Garrels, President, Fiduciary Capital Advisors, asked staff to put this item on each agenda in the event the Hospital Authority's investments need to be reallocated, an investment fund manager needs to be changed or changes need to be made to the Statement of Investment Policy on short notice.

Action is at the discretion of the Authority.

Christy Barron
Finance Director



NEW BUSINESS/
PUBLIC DISCUSSION



MIDWEST CITY ECONOMIC DEVELOPMENT COMMISSION AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

October 22, 2019 - 6:03 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so the Commissioners, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with approval of all Commissioners, or members of the audience wish to discuss an item, it will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the regular meeting of July 23, 2019, as submitted. (City Clerk - S. Hancock)
 2. Discussion of the Convention and Visitors Bureau Quarterly Activity Report for the period ending September 30, 2019. No action is necessary; this item is presented for informational and discussion purposes only. (Communications and Marketing - C. Koos)
 3. Discussion of the Chamber of Commerce Quarterly Activity Report for the period ending September 30, 2019. No action is necessary; this item is presented for informational and discussion purposes only. (City Manager – T. Lyon)
- C. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Commission on any Subject not scheduled on the Regular Agenda. The Commission shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Commission will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE COMMISSION ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE COMMISSION.**
- D. ADJOURNMENT.

A notice for the regular meetings of the Midwest City Economic Development Commission was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

**MINUTES OF THE MIDWEST CITY
ECONOMIC DEVELOPMENT COMMISSION MEETING**

July 23, 2019 - 7:03 PM

This regular meeting was held in the Midwest City Council Chambers, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 8:33 PM with the following members present: Commissioners Susan Eads, Pat Byrne, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock, City Attorney Heather Poole, and City Manager Tim Lyon. Absent: Española Bowen.

CONSENT AGENDA. Reed made a motion to approve the Consent Agenda, as submitted, seconded by Allen. Voting aye: Eads, Byrne, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Bowen. Motion carried.

1. Discussion and consideration of approving the minutes of the regular meeting of June 25, 2019, as submitted.
2. Discussion and consideration of the 2nd Quarter 2019 Economic Development Activity Report ending June 30, 2019.
3. Discussion of the Convention and Visitors Bureau Quarterly Activity Report for the period ending June 30, 2019. No action is necessary; this item is presented for informational and discussion purposes only.
4. Discussion of the Midwest City Chamber of Commerce's Quarterly Activity Report for the period ending June 30, 2019.

New Business/Public Discussion. There was no new business or public discussion.

Adjournment. There being no further business, Chairman Dukes adjourned the meeting at 8:34 PM.

ATTEST:

MATTHEW D. DUKES II, Chairman

SARA HANCOCK, Secretary



Communications and Marketing

100 N. Midwest Blvd.
Midwest City, OK 73110
ckoos@midwestcityok.org
Office: 405-739-1206
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Commissioners

FROM: Claudia Koos, Communications and Marketing Director

DATE: October 22, 2019

SUBJECT: Discussion of the Convention and Visitors Bureau Quarterly Activity Report for the period ending September 30, 2019. No action is necessary; this item is presented for informational and discussion purposes only.

The Convention and Visitors Bureau has provided the attached report.

Claudia Koos

Communications and Marketing Director



Convention & Visitors Bureau Activities: July, August, September 2019

The mission of the Convention & Visitors Bureau is to stimulate Midwest City's economic vitality through tourism by positioning and selling the community in partnership with public and private sectors as a premier destination for conventions, tradeshows, corporate meetings, group tours, and individual leisure travel. The CVB offers assistance with site tours and acquiring bids at our hospitality venues and information on special events, dining, catering, entertainment and local attractions.

In pursuit of its mission, the CVB generates increased visitor spending for the overall business community through creative marketing programs, attractive incentive packages, and special events.

- **Group Business** – The CVB is currently working with a number of groups booked at the Sheraton Midwest City Hotel at the Reed Conference Center. Please note: The CVB does not work with every group booked at the center. The CVB works with groups who seek the CVB's support in a convention services capacity that exceeds reasonable expectations of the conference center staff. This includes; but not limited to, conference planning, welcome bags, exhibitor participation, conference sponsorship, assistance with registration, name tags, welcome speeches, proclamations, transportation to off property events. The CVB welcomes opportunities in grooming accounts, secure repeat bookings, and to offer groups special attention they do not get in other cities. Current bookings, status and value amounts as of September 30, 2019:

8 - Definite Bookings - \$ 304,350
1 - Tentative Bookings - \$ 66,000
4 - Prospect Bookings - \$ 124,000
Total: \$ 494,350

(The CVB has a detailed breakdown of group business upon request. It lists group names, dates and meeting planner names. Due to the nature of the industry, this list is NOT for public posting.)*

2nd Quarter historically is slower for group business. Most large group bookings will be holiday celebrations not requiring Convention Services. However; we are experiencing an increase in inquiries (prospect status) for 2020 & 2021. *Please note: Pending 2021 Airshow numbers are not included in booking report at this time.

Midwest City Hotel / Motel Assembly Quarterly) Meeting – October 24th at 10:00 Holiday Inn Express will serve as our host.

DECA – January – 2000+ high schools students. City wide hotel accommodations. Will use the Hudiburg Chevrolet Center for large group activities and General Session. Reed center will be used for breakouts and meals. CVB serves as a sponsor for this January event

Airshow 2021 – Thunderbirds – Immediately following the 2019 Airshow , we began working with Tinker on the 2021 event. It seems like this would not need our attention so early; however, on the contrary, our early preparations and conversations ensures a successful show and well manage the needed hotel accommodations and sponsorships to support the 2-day event. It is crucial, logistically and financially, to secure the Reed Conference Center for the VIP Aviator’s Reception.

- **CVB Marketing Campaigns**

- **Digital**

- **E- newsletter** – Total E-newsletter monthly distribution is over 3150 constant contacts (650 increase). Each month email addresses from the OTRD monthly report are added.
- **Website** – www.visitmidwestcity.com Online request form for visitors guide directly to CVB. Tourism video is a huge hit.
- **Social Media – Facebook & Twitter-** posts are made on a regular basis on all social media resources. Some weeks with heavy events or activities multiple posts are made daily.
- **Cross promote** – Rose State College activities, Hudiburg Chevrolet Center shows & events, Parks & Recreation Activities & Special Events, Shopping, dining and Hotels

- **Print**

- The CVB, in partnership with the Parks & Recreation Department have recently taken advantage of several special events cross promotion marketing opportunities. We have had a greater presence in the **Midwest City Beacon**, Choctaw/ Harrah Times & Mustang Times as of late. We have fostered a relationship with MWC Beacon Sales whereas we are a first call for special advertising rates.
- **Journal Record Bundle** The significantly discounted rates provide a broad scope of advertising opportunities that span multi-departments. The CVB and the Parks & Recreation special events teams benefit most by creatively working together to further maximize our reach by collaborating on all marketing efforts. The discounted package provides an opportunity to feature Midwest City from an economic development perspective in the Location Oklahoma sight selection magazine. The package includes premier placement advertisements in the following publications:
 - Meeting Planner Guide
 - Living in Oklahoma Guide
 - Tinker Take Off – Six (6) Full page co-op opportunities as well as 11 half (1/2) page ads in the Tinker Take Off Newspaper
 - Online Weblinks
 - Base Directory and Map presence
- **FCMA Frontier Country Marketing Assn** – Member, annual travel guide and participates in networking marketing events.
- **OTRD – Oklahoma Tourism & recreation Department** MWC advertisement in State Travel Guide, Visitors Guide distribution at all state Welcome Centers and online request.

- **OSAE – Oklahoma Society of Association Executives** – Member and Sponsor (joint sponsorship with the Sheraton Hotel), ad quarterly meeting planner magazine. The CVB and Sheraton joint hosted an exhibit booth at the July Conference tradeshow hosted in Lawton. OSAE is the state’s premier organization for meeting planner networking and showcasing meeting facilities and hotels.
- **OTIA- Oklahoma Travel Industry Association-** Member & Sponsor. The CVB exhibited at this event in May.

- **Cross Promotion & Marketing-** The CVB continues to work close with the Parks & Recreation Dept., the Public Information Office, Rose State College/ Hudiburg Chevrolet Center and the Chamber of Commerce to ensure the overall brand message & public impression of Midwest City is conveyed as the ideal place work, shop, live, educate and visit. Although the CVB promotes all the aspects of Midwest City; the focus of the CVB is to market, promote position and sell the tourism amenities featured in Midwest City.

- **Special Events** – The CVB continues to serve as a marketing partner and volunteer for many Midwest City special events. All available resources are utilized to promote all Midwest City special events.

Submitted By: **Susan MacQuarrie, October 7, 2019**



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
tlyon@midwestcityok.org
Office: 405.739.1201/Fax: 405.739.1208
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Commissioners
Midwest City Economic Development Commission

FROM: Tim Lyon, City Manager

DATE: October 22, 2019

SUBJECT: Discussion of the Chamber of Commerce Quarterly Activity Report for the period ending September 30, 2019. No actions is necessary; this item is presented for informational and discussion purposes only.

The Midwest City Chamber of Commerce has provided the attached report.

Tim Lyon, City Manager

**Midwest City Chamber of Commerce
Quarterly Report
September 25, 2019**

The following is a quarterly report of the Midwest City Chamber of Commerce staff's economic development activities for the quarter ending September 25, 2019.

Meetings and Events:

Tuesday July 9, 2019: Chamber hosted the 2019 Tinker And the Primes (TAP) committee meeting which included Rose State College, and TAFB Liaisons.

Thursday July 11, 2019: Chamber staff &TAP Project Manager met at the Reed center with Cory's Audio Visual.

Tuesday July16, 2019: Chamber staff assisted and attended a networking Sunrise Social at Jimmy John's

Tuesday, July 16, 2019: The MWC Chamber hosted a reception welcoming new City Manager Tim Lyon, Assistant City Manager Vaughn Sullivan, and Public Works Director Paul Streets.

Wednesday July 17, 2019: Chamber Director attended Economic Development Meeting at City Hall.

Friday July 19, 2019: Chamber staff assisted and attended a ribbon cutting for McDonald's MWC.

Friday July 19, 2019: Chamber Staff held a teleconference with 2019 TAP Emcee, Project Manager, and Presenters Coordinator.

Monday July 22, 2019: Chamber Director attended a reception in honor of TAFB Leadership and General Arnold Bush, Wright Patterson AFB.

Tuesday July 23, 2019: The Chamber BOD Meeting was held and community reports were given by Alliance Health Midwest, Mid-Del Schools, RSC, City of MWC, TAFB, Field Reps for Congressional Delegates and State Officials.

Wednesday July 24, 2019: Chamber Staff and 2019 TAP Project Manager met with the event/rental company for Tinker and the Primes.

Friday July 26, 2019: Chamber Director, 2019 Chamber President and numerous Chamber members volunteered on a work project at the MWC YMCA.

Chamber Director, 2019 Chamber President and other Chamber members attended the TAFB Quarterly awards Program.

Monday July 29, 2019: Chamber Staff hosted the 2019 TAP committee at a luncheon.

Tuesday July 30, 2019: Chamber staff assisted and attended the American Legion Post 170 with a Ribbon Cutting ceremony.

Wednesday July 31: Chamber staff attended the 2019 Veteran's Day Parade Committee meeting

Thursday August 1, 2019: Chamber staff assisted and attended Fly Bungee Fitness Ribbon Cutting.

Friday August 2, 2019: Chamber Director and Chamber President met with City Manager, Mayor and Economic Development Director for their monthly luncheon.

Monday August 5, 2019: Chamber staff had a pre-conference meeting with the Reed center staff regarding Tinker and the Primes.

Tuesday August 6: Chamber Director held a teleconference with Director at External Affairs at RSC, Tamara Pratt, and VP Northrop Grumman regarding a proposed video for Tinker and the Primes.

Thursday August 8, 2019: Chamber Director attended a luncheon hosted by Lt. Gen. Kirkland with other city officials and delegates from Ogden, Utah, Robins AFB and AZ.

Chamber staff assisted and attended a ribbon cutting ceremony for Blue Ridge Place.

Monday August 12, 2019: Due to generous sponsors, 50 -\$100 bills were given out randomly to educators for help in the classroom. The Chamber Director and other Executive Board Members attended the Celebrating Education event at CAHS.

Chamber staff along with RSC and TaP Project Manager began set-up for TaP.

August 13-15 2019: Tinker and the Primes Conference. Over 1100 attendees, and 70 exhibitors. Keynote speakers included Robert McMahon, Asst. Sec. of Defense for Sustainment, Governor Kevin Stitt and Lt. Gen. Robert McMurry, and Lt. Gen. Gene Kirkland. The 2019 event is the largest event to date.

Tuesday August 20, 2019: Chamber Director and Chamber President met with Congresswoman Kendra Horn at RSC with Dr. Jeanie Webb.

Tuesday August 20: Chamber staff assisted and attended Del Rancho with a ribbon cutting ceremony.

Wednesday August 21, 2019: Chamber staff attended the 2019 Veteran's Day Parade Committee meeting.

Chamber Director, Chamber President and numerous chamber members attended the Warren Theater VIP Reception.

Thursday August 22, 2019: Chamber staff, Chamber President and numerous Chamber members attended the Warren Theater Grand Opening.

Friday August 23, 2019: Chamber Director, and 2020 Chamber President met with the Mayor, City Manager, City Mngr., Assistant City Manager, and Economic Development Director at City Hall.

Tuesday August 27 2019: The Chamber BOD Meeting was held and community reports were given by Alliance Health Midwest, Mid-Del schools, RSC, City of MWC, TAFB, Field Reps for Congressional Delegates and State Officials.

Thursday September 5: Chamber Director and Chamber President, Economic Development Director and OG&E Rep., attended the State of the Aerospace Luncheon at the Sheraton MWC.

Thursday September 5: The TAP committee met for a hot wash meeting regarding the 2019 event.

Thursday September 12 2019: The Chamber staff along with 30 sponsors hosted the annual Picnic with Protectors and Public Works Personnel, at Joe B. Barnes Park.

Monday and Tuesday September 16-17, 2019: Chamber Director, Mayor, City Manager, Economic Development Director and 14 other community delegates went to Washington D.C. Meetings were held at the Pentagon with

Robert McMahon, Asst. Sec. of Defense for Sustainment, Greg Slavonic, Assistant Secretary of the US Navy for Manpower, and Jennifer Miller, SAF/IE, Deputy Assistant Secretary of the Air Force for Installations. Congressional meeting included Senator James Inhofe, Senator James Lankford, Congressman Tom Cole and Congresswoman Kendra Horn.

Thursday September 19, 2019: Chamber staff assisted and attended a networking Sunrise Social at First State Bank.

Tuesday September 24, 2019: The Chamber BOD Meeting was held and community reports were given by Alliance Health Midwest, Mid-Del schools, RSC, City of MWC, TAFB, Field Reps for Congressional Delegates and State Officials.

Wednesday September 25, 2019: Chamber Staff attended a census bureau project meeting at the community center.

Wednesday September 25 2019: Chamber Director attended a reception for TAFB Leadership and local and state officials.

As of Thursday September 26 2019, the Chamber staff has secured 24 Exhibitors and Sponsors already for the 2020 Tinker and the Primes. Due to the growth and increase in exhibitors and attendees, Chamber staff works on this event throughout the year.

Chamber staff is preparing for the 2020 Youth Excel and Leadership MWC programs.

Chamber staff continues to provide information, referrals, and support for the continued efforts of economic development.

Respectfully,

Bonnie Cheatwood
Executive Director
Midwest City Chamber of Commerce

MIDWEST CITY SPECIAL ECONOMIC DEVELOPMENT AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

October 22, 2019 - 6:04 PM

A. CALL TO ORDER.

B. DISCUSSION ITEM.

1. Discussion and consideration of approving the minutes of the special September 24, 2019 meeting, as submitted. (City Clerk - S. Hancock)

C. NEW BUSINESS/PUBLIC DISCUSSION.

D. EXECUTIVE SESSION.

1. Discussion and consideration of 1) entering into executive session as allowed under 25 O.S. Section 307 (C) (11), for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business; and 2) in open session, authorizing the City Manager to take action as appropriate based on the discussion in executive session. (Economic Development - R. Coleman)

E. ADJOURNMENT.



DISCUSSION ITEM



A notice for the special Economic Development Authority meeting was filed with the City Clerk of Midwest City 48 hours prior to the meeting. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Economic Development Authority Special Meeting Minutes

September 24, 2019 – 6:03 pm

This meeting was held in the Midwest City Council Chambers at City Hall, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 7:46 PM with the following members present: Trustees: Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen and Jeff Moore with Secretary Sara Hancock, City Attorney Heather Poole, and City Manager Tim Lyon. Absent: none.

CONSENT AGENDA. Byrne made a motion to approve the consent agenda, as submitted, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

1. Discussion and consideration of approving the minutes of the 8/13/19 EDA Meeting, as submitted.
2. Discussion and consideration of approving the management representation letter to Grant Thornton LLP and accepting the draft Combined Financial Statements of Sooner Town Center II, LLC for calendar years ending December 31, 2017 and 2018.

NEW BUSINESS/PUBLIC DISCUSSION.

There was no new business or public discussion.

EXECUTIVE SESSION.

- 1. Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(B)(3), to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session.** The executive session was not needed.

ADJOURNMENT.

There being no further business, Chairman Dukes adjourned the meeting at 7:47 PM.

ATTEST:

MATTHEW D. DUKES II, Chairman

SARA HANCOCK, Secretary



NEW BUSINESS/
PUBLIC DISCUSSION





EXECUTIVE SESSION





Economic Development Department
100 N. Midwest Boulevard
Midwest City, OK 73110
Office: (405) 739-1218
rcoleman@MidwestCityOK.org

MEMORANDUM

TO: Midwest City Economic Development Authority

FROM: Robert Coleman, Director of Economic Development

DATE: October 22, 2019

SUBJECT: Discussion and consideration of 1) entering into executive session as allowed under 25 O.S. Section 307 (C) (11), for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business; and 2) in open session, authorizing the City Manager to take action as appropriate based on the discussion in executive session.

Appropriate information will be distributed during executive session.

A handwritten signature in cursive script, appearing to read "R. Coleman", is written in black ink.

Robert Coleman
Director of Economic Development