

BOARD OF CITY COMMISSIONERS PROCEEDINGS

JANUARY 21, 2025 AT 6:00 PM

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on Tuesday, January 21, 2025 at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, January 16, 2025, at 6:19 PM. Mayor Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens

Mayor

Daniel Matthews

Commissioner Ward 1 - Vice Mayor

Greta Madson

Commissioner Ward 2

Chris Odneal

Commissioner Ward 3

Ashley Fichtner

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: None

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

Mr. Glenn Peck, Ms. Cyndi Berger, Mr. Jeff Madison, and Mr. David Henry spoke during Citizens Participation.

2. Consider approval of Consent Agenda:

- a. Minutes from the December 16, 2024, regular meeting.

b. Acknowledge the following minutes and reports:

- Shawnee Beautification, Parks, and Recreation Committee Minutes from the November 21, 2024 regular meeting.
- License Payment Report for December 2024.
- Project Payment Report for December 2024.

c. Budget amendments for Fiscal Year 2024 – 2025:

- Fund 603 - Insurance Recovery - To appropriate insurance proceeds for traffic signal cabinet claim.
- Fund 706 - Donations - To appropriate donations received by the Police Department for use in Fiscal Year 2024-2025.
- Fund 113 - Drug Forfeiture (State) - To appropriate funds to cover K-9 funeral expenses.

d. Mayor Appointments:

Shawnee Housing Authority

Cyndi Berger 1st Full Term
Replaces Mike Vorndran, Term Expired

Expires: February 1, 2028

Shawnee Urban Renewal Authority

Sydney Davidson

1st Full Term

Expires: February 2, 2028

Reappointment

- e. Approval of the purchase of a traffic control service truck utilizing state bid pricing for the Public Works Department.
- f. Approval of the purchase of Genesis extrication tools from Equipment Management Company for the Fire Department.
- g. Approval of a lease agreement between the City of Shawnee and Enterprise FM Trust to replace vehicles for the Police Department.
- h. Approval of a Task Order in accordance with the agreement between the City of Shawnee and Cowan Group Engineering, LLC for Water System Improvements along Walnut Street.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Odneal, to approve Consent Agenda Item Nos. 2(a-h). Motion carried 7-0-0.

AYE: Matthews, Odneal, Stephens, Fichtner, Sehorn, Richter, Madson

NAY: None

ABSTAIN: None

3. Mayor's Proclamation(s)

- a. "School Board Appreciation Month", January 2025

Representatives from Shawnee Public Schools and Pleasant Grove Public Schools accepted the Mayor's Proclamation for "School Board Appreciation Month" from Mayor Stephens.

b. "United Acts of Kindness Day", February 14, 2025

Ms. Amanda Teape Johnson and Mr. Brock Fletcher with First United Bank accepted the Mayor's Proclamation for "United Acts of Kindness Day" from Mayor Stephens.

4. Presentation of the Pet of the Month by Animal Control.

Animal Control Officer Theresa Touchet introduced Mr. Buz, an approximately two (2) year old Boxer/Bully mix.

5. Consideration of a Change Order with Conrad Fire Equipment from a Commercial Rescue Vehicle to a Light Duty Rescue Vehicle.

Fire Chief James Kriwanek stated that on July 15, 2024, the City Commission approved the purchase a commercial rescue vehicle for the Shawnee Fire Department to replace an older commercial rescue vehicle, "Squad 1." While working with the company from which the vehicle was purchased, Staff learned of a more viable option that would better suit the needs of the City and the Fire Department. The resulting Change Order would generate a savings of One Hundred Eleven Thousand Six Hundred Ninety-Two Dollars and Seven Cents (\$111,692.07).

A motion was made by Commissioner Odneal, seconded by Commissioner Sehorn, to approve a Change Order with Conrad Fire Equipment from a Commercial Rescue Vehicle to a Light Duty Rescue Vehicle. Motion carried 7-0-0.

AYE: Odneal, Sehorn, Richter, Matthews, Madson, Stephens, Fichtner

NAY: None

ABSTAIN: None

6. Consideration of a resolution approving the purchase of Ford F550 Skeeter Rescue from Conrad Fire Equipment under the Cooperative Purchasing Agreement with Houston-Galveston Area Council (HGAC).

Fire Chief James Kriwanek stated that Staff proposes the purchase of a Ford F550 Skeeter Rescue under the Houston-Galveston Area Council (HGAC) Cooperative Purchasing Agreement in the amount of Three Hundred Twenty-Three Thousand Eight Hundred Sixty-Seven Dollars and Ninety-Nine Cents (\$323,867.99).

A motion was made by Commissioner Sehorn, seconded by Vice Mayor

Matthews, to approve a resolution approving the purchase of Ford F550 Skeeter Rescue from Conrad Fire Equipment under the Cooperative Purchasing Agreement with Houston-Galveston Area Council (HGAC).

Resolution No. 6763 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA APPROVING THE PURCHASE OF A FORD F550 SKEETER RESCUE, FROM CONRAD FIRE EQUIPMENT UNDER THE COOPERATIVE PURCHASING AGREEMENT WITH HOUSTON-GALVESTON AREA COUNCIL.

Motion carried 7-0-0.

AYE: Sehorn, Matthews, Madson, Odneal, Stephens, Fichtner, Richter

NAY: None

ABSTAIN: None

7. Consideration of renewal contract with Latham Consulting Group and Dunnington Consulting for legislative consulting services. *(Deferred from the December 16, 2024, regular meeting.)*

City Manager Andrea Weckmueller-Behringer provided a Staff report. She stated that in October 2021, the City first engaged Dunnington Consulting and Latham Consulting for governmental and community affairs services.

A motion was made by Commissioner Fichtner, seconded by Commissioner Madson, to look at other options for legislative consulting services. Commissioner Fichtner withdrew the motion prior to a vote.

A motion was made by Commissioner Fichtner, seconded by Commissioner Madson, to defer the item to a future meeting. Motion failed 3-4-0.

AYE: Fichtner, Madson, Stephens

NAY: Matthews, Odneal, Sehorn, Richter

ABSTAIN: None

A motion was made by Vice Mayor Matthews, seconded by Commissioner Sehorn, to approve renewal of the contract with Latham Consulting Group and Dunnington Consulting for legislative consulting services with further instruction that during course of contract, to bring alternate options at next renewal to have other vendors to consider. Motion carried 5-2-0.

AYE: Matthews, Sehorn, Richter, Madson, Odneal

NAY: Stephens, Fichtner

ABSTAIN: None

8. Consider Bid(s):

a. North Midland Addition Water Line Replacement (Award)

Director of Engineering Seth Barkhimer announced that nine (9) bids were received. Staff recommends awarding the base bid to NPL Construction of Tulsa, Oklahoma, for the total amount of Three Hundred Eighty-Seven Thousand Two Hundred Sixty-Five Dollars and Forty-Five Cents (\$387,265.45).

A motion was made by Commissioner Sehorn, seconded by Commissioner Richter, to award the North Midland Addition Water Line Replacement bid to NPL Construction in the amount of Three Hundred Eighty-Seven Thousand Two Hundred Sixty-Five Dollars and Forty-Five Cents (\$387,265.45). Motion carried 7-0-0.

AYE: Sehorn, Richter, Matthews, Madson, Odneal, Stephens, Fichtner

NAY: None

ABSTAIN: None

9. Acknowledge Monthly Sales Tax and Budget Reports.

Finance Director Kimberly Smith reported sales tax collections are up One Hundred Ninety-Eight Thousand Four Hundred Seventy Dollars (\$198,470.00) or One Point One Zero Percent (1.10%), over the projected budget year-to-date. She stated that use tax collections are down approximately One Hundred Forty-Two Thousand Three Hundred Fifty Dollars (\$142,350.00) or Five Point Zero Five Percent (5.05%), below the projected budget year-to-date.

10. Administrative Report(s):

a. Short-Term Rentals and the Occupancy Tax - Stacy Moore, Director of Tourism

Director of Tourism Stacy Moore provided a presentation on Short-Term

Rentals and the Occupancy Tax. Topics discussed included:

- What is a Short Term Rental
- Businesses Require Registration & Tax Collection
- Do I pay Hotel/Motel Tax on my Short Term Rental
- How is City of Shawnee Tracking Short Term Rentals
- General Criteria for Short Term Rentals
- Where Do I Get Help?

b. Presentation of the Quarterly 2018 Half-Cent Sales Tax Report - Kimberly Smith, Finance Director

Finance Director Kimberly Smith provided a presentation on the 2018 Half-Cent Sales Tax Update. Topics discussed included:

- 2018 Sales Tax Election
- Investment Updates
 - 2nd Quarter Fiscal Year 2025

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

There was no new business.

12. Commissioners Comments

Commissioner Odneal acknowledged Martin Luther King Day on February 20, 2025, and commented on the Citizen Participation comments.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (7:09 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (7:47 P.M.)

13. Consider an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the

advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding Pottawatomie County Case No. CJ-2023-468 relating to the Fairview Mausoleum.

A motion was made by Commissioner Madson, seconded by Commissioner Odneal, to approve an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding Pottawatomie County Case No. CJ-2023-468 relating to the Fairview Mausoleum. Motion carried 5-2-0.

AYE: Madson, Odneal, Stephens, Fichtner, Richter

NAY: Matthews, Sehorn

ABSTAIN: None

14. Consider an executive session to discuss a confidential personnel matter relating to the City Manager pursuant to 25 O.S. § 307 (B)(1) "Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee."

A motion was made by Commissioner Madson, seconded by Commissioner Fichtner, to approve an executive session to discuss a confidential personnel matter relating to the City Manager pursuant to 25 O.S. § 307 (B)(1) "Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee." Motion carried 5-2-0.

AYE: Madson, Fichtner, Richter, Odneal, Stephens

NAY: Matthews, Sehorn

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:51 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 11:57 P.M. WITH ALL MEMBERS PRESENT.

15. Consider matters discussed in executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding Pottawatomie County Case No. CJ-2023-468 relating to the Fairview Mausoleum.

A motion was made by Mayor Stephens, seconded by Vice Mayor Matthews, to direct Staff to send out Request for Qualifications (RFQ) for funeral directors. Motion carried 7-0-0.

AYE: Stephens, Matthews, Madson, Odneal, Fichtner, Sehorn, Richter

NAY: None

ABSTAIN: None

16. Consider matters discussed in executive session relating to a confidential personnel matter relating to the City Manager pursuant to 25 O.S. § 307 (B)(1) "Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee."

A motion was made by Commissioner Odneal, seconded by Vice Mayor Matthews, to accept the resignation of City Manager effective January 22, 2025 at 5:00 p.m., and authorize and approve a confidential separation of employment and general release. Motion carried 7-0-0.

AYE: Odneal, Matthews, Madson, Stephens, Fichtner, Sehorn, Richter

NAY: None

ABSTAIN: None

17. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (12:01 a.m. on January 22, 2025)



ERIC STEPHENS, MAYOR

ATTEST:

A handwritten signature in blue ink that reads "Lisa Lasyone". The signature is written in a cursive style with a light blue background highlight.

LISA LASYONE, MMC
CITY CLERK