

BOARD OF CITY COMMISSIONERS PROCEEDINGS

APRIL 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 Monday, April 21, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Friday, April 18, 2025 at 8:45 AM. 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. Recognition of Shawnee High School Girls Swim Team State Championship Win.

Mayor Stephens presented a Certificate of Recognition of the 2025 State Championship Win to the Shawnee High School Girls Swim Team.

2. Recognition of Pleasant Grove Girls Basketball State Championship Win.

Mayor Stephens presented a Certificate of Recognition of the 2025 ORES Division III Championship Win to the Pleasant Grove Girls Basketball Team.

3. 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. Wolf Gugler, Ms. Claudia Crow, Ms. Jennifer Epperly, Ms. Kim Landholt, Mr. Rob Morris, Ms. Theresa Cody, Ms. Denoda Martin, and Ms. Cyndi Berger spoke during Citizens Participation.

4. Consider approval of Consent Agenda:

a. Minutes from the March 17, 2025, regular meeting.

b. Acknowledge the following minutes and reports:

- License Payment Report for March 2025.
- Project Payment Report for March 2025.

c. Budget amendments for Fiscal Year 2024 – 2025:

- Fund 001 - Federal Grant Revenue - Emergency Management

d. Renewal of the following agreements for Fiscal Year 2025–2026:

- Agreement with the Pioneer Library System for Library Services, Facilities, and Maintenance.
- Engagement Letter with Crawford and Associates for Accounting and Consulting Services.

- Agreement with Youth and Family Resource Center, Inc. for Juvenile Services.
 - Agreement with Pottawatomie County District Court (Judicial District 23) to enable Municipal Court to establish, develop, and implement programs for juvenile misdemeanor offenders.
- e. Acknowledge the resignation of Nicki Sherman from the Shawnee Arts and Culture Commission effective immediately.
- f. Acknowledge the resignation of Vickie Winters from the Shawnee Beautification, Parks, and Recreation Committee effective May 1, 2025.
- g. Mayor Appointments:

Shawnee Arts and Culture Commission

Delaynna Trim	2nd Full Term	Expires: May 1, 2028
<i>Reappointment</i>		

Shawnee Beautification, Parks, and Recreation Committee

Kerri Keck	1st Full Term	Expires: May 1, 2028
<i>Reappointment</i>		

Raymond Lutomski, Jr.	1st Full Term	Expires: May 1, 2028
<i>Reappointment</i>		

Chris Johnston	1st Full Term	Expires: May 1, 2028
<i>Replaces Vickie Winters, Term Expired</i>		

- h. Acknowledge Change Order for Public Works Maintenance Facility - Storm Repairs.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve Consent Agenda Item Nos. 4(a-h). Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

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

Animal Control Officer Kim Fackler introduced Nesquick, an approximately two (2) month-old Shepherd mix.

6. Mayor's Proclamation(s)

- a. "National Animal Control Officer Appreciation Week", April 13-19, 2025

Animal Control Officers Jason Charvat, Kim Fackler, and Jesse Galloway accepted the Mayor's Proclamation for "National Animal Control Officer Appreciation Week" from Mayor Stephens.

- b. "National Public Safety Telecommunications Week", April 13-19, 2025

Communications Manager Christina Brown accepted the Mayor's Proclamation for "National Public Safety Telecommunications Week" from Mayor Stephens.

- c. "National Small Business Week", May 4-10, 2025

Shawnee Forward Representatives accepted the Mayor's Proclamation for "National Small Business Week" from Mayor Stephens.

7. Consideration of a resolution of the City of Shawnee to purchase an E-One Rescue Pumper Truck utilizing Sourcewell Contract E-One #113021-RVG.

Fire Chief James Kriwanek stated that the Shawnee Fire Department Suppression Division is scheduled to receive a replacement for Engine 3, in alignment with the City's Fiscal Year 2025 through 2029 Capital Improvement Plan (CIP). The engine replacement was originally slated for Fiscal Year 2026. An

opportunity has emerged to accelerate the acquisition. Advancing the purchase would allow the department to address current operational challenges sooner than anticipated, and secure more favorable pricing and delivery.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve a resolution of the City of Shawnee to purchase an E-One Rescue Pumper Truck utilizing Sourcewell Contract E-One #113021-RVG.

Resolution No. 6767 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE APPROVING THE PURCHASE OF AN E-ONE RESCUE PUMPER TRUCK FROM BANNER FIRE EQUIPMENT, INC., UNDER THE COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

8. Consideration of a contract between Project Safe and the City of Shawnee for the administration of a Transitional Housing Program for Shawnee Urban Renewal Authority property located at 425 South Chapman, Shawnee, Oklahoma.

Community Development Director Rian Harkins stated that the proposed contract would allow Project Safe to administer client screening and case management services for transitional housing at a Shawnee Urban Renewal Authority dwelling located at 425 South Chapman, Shawnee, Oklahoma.

A motion was made by Commissioner Odneal, seconded by Vice Mayor Matthews, to approve a contract between Project Safe and the City of Shawnee for the administration of a Transitional Housing Program for Shawnee Urban Renewal Authority property located at 425 South Chapman, Shawnee, Oklahoma. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

9. Presentation of Fiscal Year 2025-2026 Proposed Budget.

Finance Director Kimberly Smith gave a Staff report on the Fiscal Year 2025-2026 Proposed Budget.

10. Discussion and consideration of the Adaptive Kayak Dock at Lake No. 2.

City Attorney Joe Vorndran stated that this item was placed on the agenda as a follow-up action to last month's administrative report on the Adaptive Kayak Dock. Staff is requesting direction from the Commission in the form of a motion. Discussion was held between the Commission and Staff.

A motion was made by Commissioner Madson, seconded by Commissioner Fichtner, to direct Staff to take actions necessary to relocate the adaptive kayak launch from its current location to the fishing dock at Lake 2 and all the necessary actions required to do that to make it compliant with ADA (Americans with Disabilities Act) standards and accessible for ADA individuals. Motion carried 6-1-0.

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

NAY: Sehorn

ABSTAIN: None

11. Acknowledge Monthly Sales Tax and Budget Reports.

Finance Director Kimberly Smith reported sales tax collections are up One Hundred Forty-Eight Thousand Three Hundred Ninety-Six Dollars (\$148,396.00) or Zero Point Five-Eight Percent (0.58%), above the projected budget year-to-date. She stated that use tax collections are down approximately Two Hundred Eighty-Three Thousand Two Hundred Thirty-Three Dollars (\$283,233.00) or Six Point Nine-Three Percent (6.93%), below the projected budget year-to-date.

12. Administrative Report(s):

- a. 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

o 3rd Quarter Fiscal Year 2025

b. Vacant Structure Registration Overview - Joe Vorndran, City Attorney

City Attorney Joe Vorndran provided a presentation on the Vacant Structure Registration Overview. Topics discussed included:

- Problem with Vacant Structures
- Registration, Tracking, and Penalties
 1. Enforced registration of vacant buildings through interagency coordination;
 2. Required annual inspections of vacant buildings;
 3. Maintain a registry of vacant buildings;
 4. Include minimum aesthetic requirements;
 5. Negotiate with property owners to provide an improvement plan before assessing penalty fees or taking action through the court system;
 6. Require out-of-town owners to assign a local agent;
 7. Penalty and registration renewal fees should be progressive and increase over time;
 8. Owners need to provide proof of liability insurance upon registration;
 9. Phase in implementation of the ordinance, starting with the Main Street district or principal downtown corridors.
- Timeline

13. 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.

14. Commissioners Comments

Vice Mayor Matthews commented on the Shawnee Swim Team, Pleasant Grove Basketball Team, two years since the tornado, sales tax, and the need for improvement of signage in Highway 177 construction zone.

Commissioner Madson commented on small businesses and the impact on local tax dollars.

Commissioner Odneal commented on Small Business Week, the vacant building presentation, May is National Bike Month, and walkability studies will be

conducted in the next few months.

Commissioner Sehorn commented on the budget, the Shawnee Swim Team, and the Pleasant Grove Basketball Team.

Commissioner Richter commented on the Highway 177/I-40 construction zone.

Mayor Stephens commented on it being two years since the tornado, small business owners, the budget report, and the vacant building presentation.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (7:28 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (7:38 P.M.)

15. Consider an executive session for the purpose of finalizing a contract with Mark Simpson for performance of duties as City Manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve an executive session for the purpose of finalizing a contract with Mark Simpson for performance of duties as City Manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.
Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:39 P.M. WITH
ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 8:36 P.M.
WITH ALL MEMBERS PRESENT.

16. Consider matters discussed in executive session for the purpose of finalizing a contract with Mark Simpson for performance of duties as City Manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring,

appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.

A motion was made by Mayor Stephens, seconded by Commissioner Fichtner, to withdraw recommendation to form a search committee for new City Manager; to affirm appointment of Interim City Manager; and set review of Interim City Manager at the August 2025 meeting. Motion carried 7-0-0.

AYE: Stephens, Fichtner, Matthews, Madson, Odneal, 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. (8:37 p.m.)



ERIC STEPHENS, MAYOR

ATTEST:



LISA LASZYONE, MMC
CITY CLERK