

BOARD OF CITY COMMISSIONERS PROCEEDINGS

MAY 22, 2025 AT 6:00 PM

RESCHEDULED FROM MAY 19, 2025 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Rescheduled Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on Thursday, May 22, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Tuesday, April 22, 2025, at 4:11 PM. Mayor Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens

Mayor

Absent

Commissioner Ward 1 - Vice Mayor

Greta Madson

Commissioner Ward 2

Chris Odneal

Commissioner Ward 3

Absent

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: Daniel Matthews, Ashley Fichtner

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Introduction of Shawnee 2025 student/teacher delegation for the Sister Cities exchange trip to Nikaho, Japan:

Adults

Jessica Brown (Chairman)

aLanna Baggett (Teacher)

Students

Sawyer Bias

Emma Bryan

Chloe Gates

Colin Howard

Molly Newsom

Keiko Sanders

Sullivan Smith
Benjamin Wahpepah

The Shawnee 2025 student/teacher delegation for the Sister Cities exchange trip to Nikaho, Japan was introduced.

2. 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. Brandon Lovelace, Ms. Audrey Seeliger, Ms. Kathy Laster, Ms. Kerri Foster, Mr. Fred Turner, and Ms. Cyndi Berger spoke during Citizens Participation.

3. Consider approval of Consent Agenda:

a. Minutes from the April 21, 2025, regular meeting.

b. Acknowledge the following minutes and reports:

- Planning Commission Minutes from the December 4, 2024, and the February 5, 2025, regular meetings.
- Shawnee Beautification, Parks, and Recreation Committee Minutes from the January 16, 2025, regular meeting.
- License Payment Report for April 2025.

- Project Payment Report for April 2025.
- c. Budget amendments for Fiscal Year 2024 – 2025:
- Fund 001 - Federal Grant Revenue - Emergency Management
 - Fund 603 - Insurance Recovery - Parks & Recreation
 - Fund 706 - Donations - Parks & Recreation
- d. Acknowledge the resignation of John Belzer from the Shawnee Senior Citizens Advisory Board effective July 1, 2025.
- e. Acknowledge the resignation of Jordan Parsons from the Shawnee Library Board effective June 30, 2025.
- f. Acknowledge the resignation of Carol Valentine from the Shawnee Urban Renewal Authority effective immediately.
- g. Mayor Appointments:

Shawnee Arts and Culture Commission

Carmen Wolf 3rd Full Term Expires: May 1, 2028
Reappointment

Airport Advisory Board

Bryan Cantrell 1st Full Term Expires: July 1, 2028
Effective: July 1, 2025
Replaces Harmik Dersahakian - Term Expired

Kevin Hanna 1st Full Term Expires: July 1, 2028
Effective: July 1, 2025
Replaces Randall Rogers - Term Expired

Shawnee Senior Citizens Advisory Board

Gary Dowdy 1st Full Term Expires: July 1, 2028
Reappointment

Shawnee Library Board

Amber Mitchell 1st Full Term Expires: June 30, 2028
Reappointment

Board of Adjustment

Brandon Dyer 2nd Full Term Expires: June 1, 2028
Reappointment

Frank Kelly 2nd Full Term Expires: June 1, 2028
Reappointment

- h. Acknowledge Change Order for Public Works Maintenance Facility - Storm Repairs.
- i. Acknowledge the Contract for Solid Waste Collection, Recycling, and Disposal Services with Central Disposal for Fiscal Year 2025-2026.
- j. Acknowledge the request of an Inter-Governmental Agreement with the City of Oklahoma City for Regional Household Hazardous Waste

Collection and Management Service.

A motion was made by Commissioner Odneal, seconded by Commissioner Sehorn, to approve Consent Agenda Item Nos. 3(a-j). Motion carried 5-0-0.

AYE: Odneal, Sehorn, Richter, Madson, Stephens

NAY: None

ABSTAIN: None

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

Animal Control Officer Kim Fackler introduced Fanta, a Heeler mix.

Moved to Agenda Item No. 6 by the Power of the Chair.

6. Public Hearing for the City of Shawnee Proposed Five-Year Capital Improvement Plan for Fiscal Years 2026-2030.

Finance Director Kimberly Smith advised there were no changes from the previously proposed Five-Year Capital Improvement Plan (CIP) Fiscal Years 2026-2030.

Mayor Stephens declared a public hearing in session for the City of Shawnee Proposed Five-Year Capital Improvement Plan for Fiscal Years 2026-2030. Mr. Fred Turner and Mr. Rob Morris spoke regarding the item. The public hearing was closed.

7. Public Hearing for the City of Shawnee Proposed Budget for Fiscal Year 2025-2026.

Finance Director Kimberly Smith advised that there were no changes from the previously proposed Budget for Fiscal Year 2025-2026.

Mayor Stephens declared a public hearing in session for the City of Shawnee Proposed Budget for Fiscal Year 2025-2026. Mr. Rob Morris and Mr. Fred Turner spoke regarding the item. The public hearing was closed.

Commissioner Fichtner arrived at 6:53 P.M.

Moved to Agenda Item No. 5 by the Power of the Chair.

5. Consideration of a resolution of the City of Shawnee, Oklahoma (the "City") approving the incurrence of indebtedness by the Oklahoma Baptist University

Authority (the “Authority”) issuing its note or notes, or other forms of indebtedness, in one or more series, subseries or issuances (collectively, the “note”); providing that the organizational document creating the Authority is subject to the provisions of the note indenture, authorizing the issuance of said note; waiving competitive bidding with respect to the sale of said note and approving the proceedings of the Authority pertaining to the sale of said note; and containing other provisions relating thereto.

City Attorney Joe Vorndran provided a staff report and advised that Mr. Allan Brooks with The Public Finance Law Group, PLLC was present to answer any questions.

A motion was made by Commissioner Richter, seconded by Commissioner Fichtner, to approve a resolution of the City of Shawnee, Oklahoma (the “City”) approving the incurrence of indebtedness by the Oklahoma Baptist University Authority (the “Authority”) issuing its note or notes, or other forms of indebtedness, in one or more series, subseries or issuances (collectively, the “note”); providing that the organizational document creating the Authority is subject to the provisions of the note indenture, authorizing the issuance of said note; waiving competitive bidding with respect to the sale of said note and approving the proceedings of the Authority pertaining to the sale of said note; and containing other provisions relating thereto.

Resolution No. 6768 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE, OKLAHOMA (THE “CITY”) APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE OKLAHOMA BAPTIST UNIVERSITY AUTHORITY (THE “AUTHORITY”) ISSUING ITS NOTE OR NOTES, OR OTHER FORMS OF INDEBTEDNESS, IN ONE OR MORE SERIES, SUBSERIES OR ISSUANCES (COLLECTIVELY, THE “NOTE”); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

Moved to Agenda No. 8 by the Power of the Chair.

8. Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 2364) for the tract situated at 16700 Clearpond Lane.

Commissioner Fichtner left at 7:04 P.M.

- 9.

The Commission discussed allowing the lessee additional time to resolve the outstanding balance and then reevaluate the revocation of the Cabin Site Lake Lot Lease.

A motion was made by Commissioner Odneal, seconded by Commissioner Madson, to defer the revocation of the Cabin Site Lake Lot Lease (Lease No. 2364) for the tract situated at 16700 Clearpond Lane to the August 18, 2025, City Commission meeting. Motion carried 5-0-0.

AYE: Odneal, Madson, Stephens, Sehorn, Richter

NAY: None

9. Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 2315) for the tract situated at 16704 Clearpond Lane.

A motion was made by Commissioner Odneal, seconded by Commissioner Madson, to defer the revocation of the Cabin Site Lake Lot Lease (Lease No. 2315) for the tract situated at 16704 Clearpond Lane to the August 18, 2025, City Commission meeting. Motion carried 5-0-0.

AYE: Odneal, Madson, Stephens, Sehorn, Richter

NAY: None

ABSTAIN: None

10. Consideration of an amendment to a consultant services agreement with Freese and Nichols, Inc. for Design Services associated with Twin Lake #1 Dam.

Director of Engineering Seth Barkhimer provided a staff report and explained that the original scope of work and the proposed amendment are both funded

through a grant awarded under the American Rescue Plan Act (ARPA).

A motion was made by Commissioner Madson, seconded by Commissioner Odneal, to approve an amendment to a consultant services agreement with Freese and Nichols, Inc. for Design Services associated with Twin Lake #1 Dam. Motion carried 5-0-0.

AYE: Madson, Odneal, Stephens, Sehorn, Richter

NAY: None

ABSTAIN: None

11. Consideration of a resolution approving a Project Maintenance Agreement (Project Number HSIPG-4000(230)TR; Job Piece No. 36883(04)) for the installation of highway illumination along Interstate-40 at the Kickapoo Avenue Interchange.

Director of Engineering Seth Barkhimer explained the Oklahoma Department of Transportation (ODOT) is proposing a Project Maintenance Agreement for the replacement of highway illumination along Interstate 40 at the Kickapoo Avenue Interchange. ODOT will perform the full replacement of the damaged lighting at no cost to the City. The agreement established the City's commitment to routine maintenance of the new lighting infrastructure.

A motion was made by Commissioner Sehorn, seconded by Commissioner Richter, to approve a resolution approving a Project Maintenance Agreement (Project Number HSIPG-4000(230)TR; Job Piece No. 36883(04)) for the installation of highway illumination along Interstate-40 at the Kickapoo Avenue Interchange.

Resolution No. 6769 was introduced.

A RESOLUTION APPROVING A PROJECT MAINTENANCE AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE INSTALLATION OF HIGHWAY ILLUMINATION ALONG INTERSTATE 40 AT THE KICKAPOO AVENUE INTERCHANGE.

Motion carried 5-0-0

AYE: Sehorn, Richter, Madson, Odneal, Stephens

NAY: None

ABSTAIN: None

12. Consideration of a resolution approving a Project Maintenance Agreement (Project Number SSP-263C(117)PM; Job Piece No. 38443(04)) for modification of Traffic Signals at State Highway-18 and Garrett's Lake Road.

Director of Engineering Seth Barkhimer explained the Oklahoma Department of Transportation (ODOT) has submitted a Project Maintenance Agreement for the installation of traffic signals at the intersection of State Highway 18 and Garrett's Lake Road. ODOT will provide design, construction, and project management services. There is no cost to the City for the construction of this project. The agreement established the City's commitment to ongoing maintenance and operation of the traffic signal equipment.

A motion was made by Commissioner Odneal, seconded by Mayor Stephens, to approve a resolution approving a Project Maintenance Agreement (Project Number SSP-263C(117)PM; Job Piece No. 38443(04)) for modification of Traffic Signals at State Highway-18 and Garrett's Lake Road.

Resolution No. 6770 was introduced.

A RESOLUTION APPROVING A PROJECT MAINTENANCE AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE MODIFICATION OF TRAFFIC SIGNALS AT STATE HIGHWAY 18 AND GARRETT'S LAKE ROAD.

Motion carried 5-0-0.

AYE: Odneal, Stephens, Sehorn, Richter, Madson

NAY: None

ABSTAIN: None

13. Consideration of establishing a Shawnee Downtown Revitalization Project Amendment Review Committee related to the City of Shawnee's Tax Increment Financing District (TIF).

Community Development Director Rian Harkins explained that the Shawnee Downtown Revitalization Project Amendment Review Committee last met in 2017. Since then, several members are no longer living in the Community. Staff recommends the Commission reestablish the Review Committee so potential projects can be reviewed related to the City's Tax Increment Financing (TIF) Districts. Deferring this item to the June 16, 2025, City Commission meeting will allow for the discussion of potential appointees.

A motion was made by Commissioner Odneal, seconded by Commissioner Madson, to defer the establishing of the Shawnee Downtown Revitalization Project Amendment Review Committee related to the City of Shawnee's Tax Increment Financing District (TIF) to the June 16, 2025, City Commission meeting. Motion carried 5-0-0.

AYE: Odneal, Madson, Stephens, Sehorn, Richter

NAY: None

ABSTAIN: None

14. Consideration of a resolution updating the City Fee Schedule by amending portions of the Parks and Recreation Fees pursuant to Sections 21-9, of Chapter 21, of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.

Public Works Director Brad Schmidt explained the proposed resolution will update the Parks and Recreation Fees related to vendors in City Parks. The proposed fee will assist the Parks and Recreation Department in recovering a portion of costs related to litter control, facility maintenance, and scheduling of facility spaces.

A motion was made by Commissioner Odneal, seconded by Mayor Stephens, to approve a resolution updating the City Fee Schedule by amending portions of the Parks and Recreation Fees pursuant to Sections 21-9, of Chapter 21, of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.

Resolution No. 6771 was introduced.

A RESOLUTION UPDATING THE CITY FEE SCHEDULE BY AMENDING PORTIONS OF THE PARKS AND RECREATION FEES PURSUANT TO SECTIONS 21-9, OF CHAPTER 21 OF THE CITY CODE; AND PROVIDING FOR THE RE-ADOPTION OF THE CITY FEE SCHEDULE IN WHOLE.

Motion carried 5-0-0.

AYE: Odneal, Stephens, Sehorn, Richter, Madson

NAY: None

ABSTAIN: None

15. Annual Review of the Public Safety Fee.

Interim City Manager Mark Simpson explained that in June 2022, the City Commission adopted Ordinance Nos. 2762NS and 2763NS that established a monthly Public Safety Fee charge of \$1.65 per utility account. The ordinances stipulate that the Public Safety Fee be reviewed annually by the City Commission. Staff recommends maintaining the fee at the current rate.

16. Consideration of a Preliminary Plat for Shawnee Twin Lakes, Lake No. 1, Phase III.

Case No. PPL01-25 | Applicant: City of Shawnee, Oklahoma

Community Development Director Rian Harkins explained this phase establishes boundary lines for individual lots based on meets and bounds. Staff and the Planning Commission recommend approval of the Preliminary Plat.

A motion was made by Commissioner Sehorn, seconded by Commissioner Richter, to approve a Preliminary Plat for Shawnee Twin Lakes, Lake No. 1, Phase III. Case No. PPL01-25 | Applicant: City of Shawnee, Oklahoma Motion carried 5-0-0.

AYE: Sehorn, Richter, Madson, Odneal, Stephens

NAY: None

ABSTAIN: None

17. Acknowledge Monthly Sales Tax and Budget Reports.

Finance Director Kimberly Smith reported sales tax collections are up One Hundred Seventy-Five Thousand Seven Hundred Sixty-Three Dollars (\$175,763.00) or Zero Point Six-Two Percent (0.62%), over the projected budget year-to-date. She stated that use tax collections are down approximately Two Hundred Forty-Seven Thousand Fifty-Five Dollars (\$247,055.00) or Five Point Five-One Percent (5.51%), below the projected budget year-to-date.

18. 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.

19. Commissioners Comments

The Commission wished everyone a safe Memorial Day.

Commissioner Madson thanked the Veterans who have served and continue to

serve our Country. She also thanked the emergency services that keep our Community safe on these Holiday weekends.

Commissioner Odneal announced a Memorial Day celebration will be held at the Woodland Veterans Park at 11:00 a.m. on Monday, May 26, 2025. He commented on the great things occurring at the Animal Shelter, Health Week, and the May 7, 2025, Ride Your Bike to School Day event at Jefferson Elementary.

Commissioner Sehorn commented on the Shawnee Twin Lake #1 Dam, budget reports, budget process, and thanked Staff.

Commissioner Richter commented on the busy June City Commission agenda.

Mayor Stephens commented on the monthly budget reports and noted the City's budget is not like a regular business budget. He stated the he, Commissioner Fichtner, and Director of Engineering Seth Barkhimer went to a Convention earlier in the week in an attempt to bring new businesses to Shawnee. He noted that good things are coming our way.

20. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:28 p.m.)



ERIC STEPHENS, MAYOR

ATTEST:



KACIE ECK, CMC
SR. DEPUTY CITY CLERK