

BOARD OF CITY COMMISSIONERS PROCEEDINGS

JUNE 16, 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, June 16, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, June 12, 2025 at 4:02 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

Ashley Fichtner

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: Daniel Matthews

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. Kenneth Crawford, Mr. Delloyd Brown, Mr. Alfred Chansen, Mr. Robert Smesrud, Mr. Fred Turner, Mr. Butch Lutomski, Ms. Jessica Nickerson, Ms. Julie McCormick, Ms. Cyndi Berger, Mr. Daryl Ingram, Mr. Rob Morris, Mr. John Bobb-Semple, Mr. Greg Arbuckle, and Ms. Theresa Cody spoke during Citizens Participation.

2. Consider approval of Consent Agenda:

- a. Minutes from the May 22, 2025, rescheduled regular meeting.
- b. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the May 7, 2025, regular meeting.
 - Shawnee Beautification, Parks, and Recreation Committee Minutes from the April 17, 2025, regular meeting.
 - License Payment Report for May 2025.
 - Project Payment Report for May 2025.
- c. Budget amendments for Fiscal Year 2024 – 2025:
 - Fund 010 - Federal Grant Revenue - Police Department
 - Fund 001 - Federal Grant Revenue - Emergency Management
- d. Renewal of the following agreements for Fiscal Year 2025-2026:
 - Agreement with South Central Industries, Inc. for Right-of-Way Maintenance Services.

- Agreement with the Pottawatomie County Public Safety Center for Jail Services.
- Agreement with REACT Ambulance Authority for Dispatch Services.
- Agreement with McLoud Fire Department for Dispatch Services.
- Agreement with Independent School District North Rock Creek for Police Services.
- Agreement with Independent School District No. 93, also known as Shawnee Public Schools, for Supplemental Police Services.
- Agreement with the Housing Authority of the City of Shawnee for Supplemental Police Services.
- Agreement with Grove Elementary School District for Supplemental Police Services.
- Agreement with Project H.E.A.R.T., Inc. to provide meals to elderly persons.
- Agreement with Shawnee Shotgun Club for use of City Property known as Shawnee Twin Lakes Trap Range.
- Agreement for Shawnee Trap Club for use of City Property known as Shawnee Twin Lakes Trap Range.

- Agreement with DebrisTech, LLC for emergency disaster preparedness and debris monitoring services.
- Agreement with DRC Emergency Services for disaster debris removal services.

e. Mayor Appointments:

- Airport Advisory Board
Colton Crowder 2nd Full Term Expires: July 1, 2028
Reappointment
- Keith Layne 1st Full Term Expires: July 1, 2028
Reappointment
- Garrett Roberts 1st Full Term Expires: July 1, 2028
Effective July 1, 2025
Replaces Larry Briggs - Term Expired
- Board of Adjustment
Rex Hennen 1st Full Term Expires: June 1, 2028
Replaces Holly Gordon - Term Expired
- Shawnee Library Board
Joyce Parsons 1st Full Term Expires: June 30, 2028
Effective June 30, 2025
Replaces Jordan Parsons - Term Expired
- Shawnee Senior Citizens Advisory Board
Joseph Walker 1st Full Term Expires: July 1, 2028
Effective July 1, 2025
Replaces John Belzer - Term Expired

- f. Acknowledge the Management Agreement with Global Spectrum L.P. d/b/a Oak View Group for Management Services at the Heart of Oklahoma Exposition Center for Fiscal Year 2025-2026.
- g. Acknowledge receipt of the Pioneer Library System's preliminary budget for Fiscal Year 2025-2026.
- h. Approval of Agreement with Bethel Acres Fire Department for Dispatch Services for Fiscal Year 2025-2026.

A motion was made by Commissioner Odneal, seconded by Commissioner Fichtner, to approve Consent Agenda Item Nos. 2(a-h). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

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

Animal Control Officer Kim Fackler introduced Sheeba, an approximately seven-to-eight (7-to-8) month-old canine.

4. Consideration of an agreement with Elevation Land Surveying to provide Professional Survey Services at Shawnee Twin Lake No. 1.

Director of Engineering Seth Barkhimer stated that this phase of the replat will encompass the Johnston, Magnino A, Fry, Hart, Renfro, Curry, Roewe, Coffman, and Eckel lake lot areas. The proposed contract scope will include:

- Research and determine existing lease boundaries within Johnston, Magnino A, Fry, Hart, Renfro, Curry, Roewe, Coffman, and Eckel;
- Collect topographic elevation data along the lakeside of each lot in order to locate the lakeside lot line/lease boundary;
- Set a survey monument at all newly surveyed lot corners;
- Complete any access or utility easements and rights-of-way as needed within the above-referenced lease areas at the County Clerk's office.

- Prepare a replat of the Final Plat of Shawnee Twin Lakes - Lake No. 1.

A motion was made by Commissioner Sehorn, seconded by Commissioner Odneal, to approve an agreement with Elevation Land Surveying to provide Professional Survey Services at Shawnee Twin Lake No. 1. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

5. Consideration of a contract for Economic Development Services between the City of Shawnee, Pottawatomie County, and Shawnee Forward, Inc.

Interim City Manager Mark Simpson gave a Staff report.

A motion was made by Commissioner Fichtner, seconded by Commissioner Richter, to approve a contract for Economic Development Services between the City of Shawnee, Pottawatomie County, and Shawnee Forward, Inc. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

6. Consideration of a grant agreement with the Federal Highway Administration (FHWA) and the City of Shawnee to create a Safe Street and Roads for All (SS4A) Action Plan.

Community Development Director Rian Harkins stated that the grant awards through the Infrastructure Investment and Jobs Act (IIJA), which established the Safe Streets and Roads For All program, can be used to develop safety action plans, demonstration projects, or infrastructure projects that implement the action plan of a community. The City will use the award, in partnership with the University of Oklahoma Hudson College of Public Health, to assess the community's existing infrastructure's strengths and weaknesses and develop a community-led safety action plan that the City can use moving forward to implement a Safe System Approach for everyone who drives, walks, or rolls. The City will also develop a Safe Routes to School Plan that will be a component of the overall safety action plan.

A motion was made by Commissioner Odneal, seconded by Commissioner Fichtner, to approve a grant agreement with the Federal Highway Administration

(FHWA) and the City of Shawnee to create a Safe Street and Roads For All (SS4A) Action Plan. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

7. Consideration of a sub-recipient agreement with the University of Oklahoma Hudson College of Public Health and the City of Shawnee to create a Safe Street and Roads for All (SS4A) Action Plan.

Community Development Director Rian Harkins stated that this item is a sub-recipient agreement between the City and the University of Oklahoma Hudson College of Public Health to develop the action plan funded by the Safe Streets and Roads For All grant.

A motion was made by Commissioner Richter, seconded by Commissioner Madson, to approve a sub-recipient agreement with the University of Oklahoma Hudson College of Public Health and the City of Shawnee to create a Safe Street and Roads For All (SS4A) Action Plan. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

8. Consideration of the acceptance of the 2025 AARP Community Challenge Grant Agreement.

Community Development Director Rian Harkins stated that the City has been selected to receive a Flagship Grant of Fifteen Thousand Dollars (\$15,000.00) through the 2025 AARP Community Challenge Grant. The grant will help provide resources that assist those aged fifty-five (55) and older with projects that allow individuals to "age in place" within their dwelling units, such as shower grab bars, wheelchair ramps, minor maintenance, and similar items.

A motion was made by Commissioner Odneal, seconded by Commissioner Madson, to approve the acceptance of the 2025 AARP Community Challenge Grant Agreement. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

9. Consideration of an agreement between the City of Shawnee and Marvin Planning Consultants to complete a housing study for the City of Shawnee.

Community Development Director Rian Harkins provided a Staff report. He stated that the study will provide a baseline of data and action strategies based on the data and community engagement, along with helping with eligibility for potential housing grant applications.

A motion was made by Commissioner Richter, seconded by Commissioner Odneal, to approve an agreement between the City of Shawnee and Marvin Planning Consultants to complete a housing study for the City of Shawnee. Motion carried 5-1-0.

AYE: Richter, Odneal, Stephens, Sehorn, Madson

NAY: Fichtner

ABSTAIN: None

10. Consideration of a contract with Redevelopment Resources to assist with the preparation of a new Community Development Block Grant Consolidated Plan.

Community Development Director Rian Harkins stated that since the City is classified as an "Entitlement Community" for the purposes of the Community Development Block Grant (CDBG) program, there are additional requirements the City must undertake as participants in the CDBG program. One of those requirements is preparing a five (5) year Consolidated Plan. The Consolidated Plan guides how these federal dollars are spent, and outlines the process used to create the plan.

A motion was made by Commissioner Madson, seconded by Commissioner Richter, to approve a contract with Redevelopment Resources to assist with the preparation of a new Community Development Block Grant Consolidated Plan. Motion carried 4-2-0.

AYE: Madson, Richter, Odneal, Sehorn

NAY: Stephens, Fichtner

ABSTAIN: None

11. Consideration of a request to transfer properties via donation to the Tiny Homes Foundation, specifically located at 1407 North Center, 545 North Elm, 535 North Bell, 220 North Oklahoma, 223 South Oklahoma, and 1025 East 10th.

Community Development Director Rian Harkins provided a Staff report. He

stated that the Tiny Homes Foundation has asked the City for the transfer of six (6) residential properties that would be used to provide housing opportunities to low-to moderate-income households. These properties will be used to construct new residential dwellings that are approximately twenty-two hundred (2,200) square feet in size.

A motion was made by Commissioner Fichtner, seconded by Mayor Stephens, to defer the item to the next meeting. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

12. Consideration of an ordinance creating Article 17 of Chapter 7 of the Shawnee City Code by enacting a new Section 1 establishing regulations for vacant buildings; requiring registration, maintenance, and security of vacant structures; providing for repealer, providing for codification; providing for severability; and setting an effective date.

City Attorney Joe Vorndran requested that the item be deferred to a future meeting so that Staff can refine issues within the proposed ordinance.

A motion was made by Commissioner Sehorn, seconded by Commissioner Fichtner, to defer the item to a future meeting. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

13. Consideration of a request for a Final Plat for Shawnee Marketplace, Phase 3. Case No. FPL01-25 | Applicant: Brady Ali Properties, LLC

Community Development Director Rian Harkins provided a Staff report. He stated that the Planning Commission and Staff approve this item with the following conditions:

- Easements and Improvement Plans be provided to Staff before or at the time of building permit application submittal.

A motion was made by Commissioner Sehorn, seconded by Commissioner Fichtner, to approve the Final Plat for Shawnee Marketplace, Phase 3 with conditions. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

14. Public hearing regarding a request to rezone from R-1 (Low Density Residential District) to R-2 (Medium Density Residential District) for property located at 1402 East 45th.

Case RZ02-25 | Applicant: Salazar Homes, Inc./Allen Engineering Services, Inc.

Community Development Director Rian Harkins stated that the applicant is requesting to rezone the property from R-1 (Low Density Residential District) to R-2 (Medium Density Residential District). The Planning Commission recommended approval of a Conditional Use Permit (CUP) with the following conditions:

- Completion of a Drainage study;
- A Landscape plan; and
- A Traffic Study.

Mayor Stephens declared a public hearing in session to consider a request to rezone from R-1 (Low Density Residential District) to R-2 (Medium Density Residential District) for property located at 1402 East 45th. Mr. Charles Allen with Allen Engineering appeared in favor. Ms. Cyndi Berger, Mr. Rob Morris, Mr. Robert Smesrud, Mr. Alfred Chansen, Mr. Butch Lutomski, and Mr. Daryl Ingram appeared against. The public hearing was closed.

15. Consideration of an ordinance to rezone from R-1 (Low Density Residential District) to R-2 (Medium Density Residential District) for property located at 1402 East 45th.

Case RZ02-25 | Applicant: Salazar Homes, Inc./Allen Engineering Services, Inc.

Community Development Director Rian Harkins provided a Staff report.

A motion was made by Commissioner Sehorn, seconded by Commissioner Fichtner, to deny an ordinance to rezone from R-1 (Low Density Residential District) to R-2 (Medium Density Residential District) for property located at 1402 East 45th. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

16. Consideration of a resolution adopting the City of Shawnee Five-Year Capital Improvement Plan for Fiscal Years 2026 through 2030.

Assistant Finance Director Courtney Conrad stated that a public hearing was held on May 22, 2025, for the proposed Capital Improvement Plan (CIP) for Fiscal Years 2026-2030.

A motion was made by Commissioner Odneal, seconded by Commissioner Richter, to approve a resolution adopting the City of Shawnee Five-Year Capital Improvement Plan for Fiscal Years 2026 through 2030.

Resolution No. 6772 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE FISCAL YEARS 2026-2030 CAPITAL IMPROVEMENT PLAN.

Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

17. Consideration of a resolution adopting the Fiscal Year 2025-2026 Budget for the City of Shawnee, Oklahoma for the period of July 1, 2025, through June 30, 2026.

Assistant Finance Director Courtney Conrad stated that a public hearing was held on May 22, 2025, for the proposed Fiscal Year 2025-2026 Budget.

A motion was made by Commissioner Odneal, seconded by Commissioner Sehorn, to approve a resolution adopting the Fiscal Year 2025-2026 Budget for the City of Shawnee, Oklahoma for the period of July 1, 2025, through June 30, 2026.

Resolution No. 6773 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE FISCAL YEAR 2025-2026 BUDGET FOR THE CITY OF SHAWNEE, OKLAHOMA FOR THE PERIOD JULY 1, 2025, THROUGH JUNE 30, 2026.

Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

18. Consideration to reschedule the July 21, 2025, Regular Meetings of the Board of City Commissioners, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority.

Mayor Stephens requested that the Commission discuss availability for the July 21, 2025, City Commission and related Authorities meetings. Discussion was held among the board.

A motion was made by Commissioner Madson, seconded by Commissioner Richter, to reschedule the July 21, 2025, Regular Meetings of the Board of City Commissioners, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority to July 14, 2025, at 6:00 p.m. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

19. Consideration of establishing a Shawnee Downtown Revitalization Project Amendment Review Committee related to the City of Shawnee's Tax Increment Financing District (TIF). *(Deferred from the May 22, 2025, City Commission Meeting.)*

Community Development Director Rian Harkins stated that this item was deferred from the May 22, 2025, Commission meeting.

A motion was made by Commissioner Odneal, seconded by Commissioner Madson, to defer the item to the August meeting. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

20. Consider Bid(s):

a. Atoka Casing Extension for Highway 9 Widening (Award)

Director of Engineering Seth Barkhimer announced that one (1) bid was received. Staff recommends awarding the bid to Timco Blasting & Coatings, Inc. of Bristow, Oklahoma, for the total amount of Three Hundred Twenty-Nine Thousand Two Hundred Seventy-Four Dollars (\$329,274.00).

A motion was made by Commissioner Sehorn, seconded by Mayor Stephens, to award the Atoka Casing Extension for Highway 9 Widening bid to Timco Blasting & Coatings, Inc in the amount of Three Hundred Twenty-Nine Thousand Two Hundred Seventy-Four Dollars (\$329,274.00). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

b. Roof Repair at the Shawnee Heart of Oklahoma Exposition Center (Award)

Director of Engineering Seth Barkhimer announced that four (4) bids were received. Staff recommends awarding the base bid to Next Level Roofing of Bixby, Oklahoma, for the total amount of Four Hundred Forty-Nine Thousand Eight Hundred Dollars (\$449,800.00).

A motion was made by Commissioner Fichtner, seconded by Commissioner Richter, to award the Roof Repair at the Shawnee Heart of Oklahoma Exposition Center bid to Next Level Roofing in the amount of Four Hundred Forty-Nine Thousand Eight Hundred Dollars (\$449,800.00). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

21. Acknowledge Monthly Sales Tax and Budget Reports.

Assistant Finance Director Courtney Conrad reported sales tax collections are up Twenty-Six Thousand Four Hundred Eighty-One Dollars (\$26,481.00) or Zero Point Zero Nine Percent (0.09%), over the projected budget year-to-date. She stated that use tax collections are down approximately Two Hundred Ninety-Six Thousand One Hundred Fifty Dollars (\$296,150.00) or Six Percent (6%), below the projected budget year-to-date.

22. Administrative Report(s):

a. 2025 Point-In-Time Count - Rian Harkins, Community Development Director

Community Development Director Rian Harkins and Ms. Susan Morris provided a presentation on the 2025 Point-In-Time Count. Topics discussed included:

- Point-In-Time (PIT) Count
- 2025 Shawnee PIT Count
- Shawnee Homeless Population
- Compares 2024 to 2025
- Homeless Program Resources
- Oklahoma Continuums of Care (COC)
- Shawnee Continuum of Care

23. 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.

24. Commissioners Comments

Commissioner Odneal commented on the Safe Streets and Roads for All, AARP item, and thanked Staff for the Point-In-Time report.

Commissioner Madson commented on sales tax and encouraged everyone to shop Shawnee.

Mayor Stephens encouraged everyone to shop local and shop small business.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (8:20 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (8:30 P.M.)

25. Consideration to enter into an executive session for discussion in accordance with 25 O.S. §307B(4), 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 relating to the Santa Fe Depot.

A motion was made by Commissioner Fichtner, seconded by Commissioner Richter, to enter into an executive session for discussion in accordance with 25 O.S. §307B(4), 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 relating to the Santa Fe Depot. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 8:32 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 9:20 P.M. WITH ALL MEMBERS PRESENT.

26. Consideration of matters discussed in executive session for discussion in accordance with 25 O.S. §307B(4), 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 relating to the Santa Fe Depot.

A motion was made by Commissioner Odneal, seconded by Commissioner Fichtner, to direct staff to negotiate a limited access agreement with the Pottawatomie County Historical Society (PCHS) board for limited access to the Santa Fe Depot. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

27. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (9:22 p.m.)

A handwritten signature in black ink, reading "Eric D. Stephens".

ERIC STEPHENS, MAYOR

ATTEST:

A handwritten signature in blue ink, reading "Lisa Lasyone".

LISA LASYONE, MMC
CITY CLERK