

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
AUGUST 18, 2025 AT 6:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:

- a. Minutes from the July 14, 2025, regular rescheduled meeting.
- b. Budget amendments for Fiscal Year 2025 – 2026:
 - Fund 501 - Shawnee Municipal Authority - To appropriate fund balance related to encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 502 - Water Systems Capital Projects Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
- c. Acknowledge the services of Jordan Contractors LLC in the amount of Forty-Six Thousand Five Hundred Dollars (\$46,500.00) for emergency pipe bursting, pursuant to a request from the July 14, 2025, Shawnee Municipal Authority meeting.
- d. Approval of the purchase of a CCTV Camera System from Key Equipment utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030.
- e. Acknowledge receipt of Permit No. WT000063250081 from the Oklahoma Department of Environmental Quality (DEQ) for Shawnee Municipal Authority Wastewater Treatment Plant Discharge Improvements.

2. New Business

3. Adjournment

Respectfully submitted,



Lisa Lasyone, MMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

DRAFT

SHAWNEE MUNICIPAL AUTHORITY PROCEEDINGS

JULY 14, 2025 AT 6:00 PM

RESCHEDULED FROM JULY 21, 2025 AT 6:00 P.M.

The Shawnee Municipal Authority 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 Monday, July 14, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Tuesday, June 17, 2025, at 9:12 AM. Chairman Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens
Chairman/Mayor

Daniel Matthews
Trustee Ward 1

Greta Madson
Trustee Ward 2

Chris Odneal
Trustee Ward 3

Ashley Fichtner
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Absent
Trustee Ward 6

ABSENT: Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:

a. Minutes from the June 16, 2025, regular meeting.

A motion was made by Trustee Madson, seconded by Trustee Fichtner, to approve Consent Agenda Item No. 1(a). Motion carried 5-0-1.

AYE: Madson, Fichtner, Sehorn, Stephens, Odneal

NAY: None

ABSTAIN: Matthews

2. New Business

Interim City Manager Mark Simpson advised there is new business to discuss. Public Works Director Brad Schmidt stated a compromised sewer main had been discovered under a creek crossing. He explained that staff recommend pipe

bursting as it is the most cost-effective and least invasive process to resolve the issue. At this time, an exact cost for the project is not available, but it is anticipated to exceed the City Manager's spending authority. Staff is requesting approval to proceed with the necessary repairs, not to exceed Seventy-Five Thousand Dollars (\$75,000.00).

A motion was made by Trustee Matthews, seconded by Trustee Fichtner, to approve the staff recommendation for necessary repairs, not to exceed Seventy-Five Thousand Dollars (\$75,000.00). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

3. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:16 p.m.)

ERIC STEPHENS, MAYOR
CHAIRMAN

ATTEST:

KACIE ECK, CMC
SR. DEPUTY CITY CLERK
SECRETARY



Finance Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Shawnee Municipal Authority
From: Kimberly Smith, Finance Director
Subject: Fund 501 - Shawnee Municipal Authority - To appropriate fund balance related to encumbrances for which goods or services will be received or rendered in FY26.

Background: Shawnee Municipal Authority Fund - To appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2025. These items are expected to be received in the current fiscal year and require associated budget appropriations. The appropriations is as follows:

- \$24,095.08 – Capital Outlay – Equipment

Shawnee Municipal Authority Fund – To appropriate fund balance for revenue & expenditures in FY26. The appropriations is as follows:

- \$1,025,095.00 - 2021OWRF 20 2018-CWA ST - (Revenue)
- \$1,002,745.00 - 2021 OWRF 20 2018-CWB ST - (Revenue)
- \$1,043,979.00 - 2019 OWRF 19-0020 CW - (Revenue)
- \$3,071,819.00 - Loan Proceeds (Revenue)
- \$329,700.00 – Capital Outlay – Buildings & Improvements

Financial Impact: See attached budget amendments.

Attachments: 2025.08.18 - PO Rollover - 501 Fund, 2025.08.18 - Department - 501 Fund

Staff Recommendation: Approval of budget amendments.

City of Shawnee
2025-2026 Budget Amendment
Shawnee Municipal Authority

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
							-
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
501	5-1040-54500			Capital Outlay - Equipment	29,000.00	24,095.08	53,095.08
					-		-
					-	-	-
					-	-	-
					29,000.00	24,095.08	53,095.08

Approved by the Shawnee Municipal Authority this _____

Explanation of Budget Amendment:

To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Approved:

Chairman _____
 Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

City of Shawnee
2025-2026 Budget Amendment
Shawnee Municipal Authority

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
501	2772			2021 OWRF 20-2018-CWA ST	-	1,025,095.00	1,025,095.00
501	2773			2021 OWRF 20-2018 CWB ST		1,002,745.00	1,002,745.00
501	2775			2019 OWRF 19-0020 CW		1,043,979.00	1,043,979.00
503	48530			Loan Proceeds		(3,071,819.00)	(3,071,819.00)
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
501	5-1020-54200			Capital Outlay - Buildings & Improvements	-	329,700.00	329,700.00
							-
							-
							-
							-
					-	329,700.00	329,700.00

Approved by the Shawnee Municipal Authority this

Explanation of Budget Amendment:

To appropriate budget for FY26.

Approved:

Chairman _____

Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



Finance Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Shawnee Municipal Authority
From: Kimberly Smith, Finance Director
Subject: Fund 502 - Water Systems Capital Projects Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: Water System Capital Projects Fund- To appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2025. These items are expected to be received in the current fiscal year and require associated budget appropriations. The amount of the appropriations is as follows:

- \$220,000.00 - Capital Outlay - Buildings & Improvements
- \$17,725.00 - Capital Outlay - Buildings & Improvements
- \$176,090.00 - Capital Outlay - Equipment

Financial Impact: See attached budget amendments.

Attachments: 2025.08.18 - PO Rollover - 502 Fund

Staff Recommendation: Approval of budget amendments.

City of Shawnee
2025-2026 Budget Amendment
Water System Capital Projects Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
							-
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
502	5-1030-54200			Capital Outlay - Buildings & Improvements	-	220,000.00	220,000.00
502	5-1040-54200			Capital Outlay - Buildings & Improvements	-	17,725.00	17,725.00
502	5-1040-54500			Capital Outlay - Equipment	-	176,090.00	176,090.00
					-	-	-
					-	-	-
					-	413,815.00	413,815.00

Approved by the Shawnee Municipal Authority this _____

Explanation of Budget Amendment:

To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Approved:

Chairman _____
 Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



Public Works Department
111 S. Kickapoo St.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Shawnee Municipal Authority
From: Brad Schmidt, Public Works Director
Subject: Acknowledge the services of Jordan Contractors LLC in the amount of Forty-Six Thousand Five Hundred Dollars (\$46,500.00) for emergency pipe bursting, pursuant to a request from the July 14, 2025, Shawnee Municipal Authority meeting.

Background: Emergency wastewater main repair near the intersection of Northridge and Beckley. One other quote for Ninety Thousand Six Hundred Three Dollars (\$90,603.00) was received.

Financial Impact: \$46,500.00

Attachments: Shawnee Emergency Pipe Burst Quote

Staff Recommendation: Acknowledgement of item.



Shawnee Municipal Authority Department
111 S. Kickapoo St.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Shawnee Municipal Authority
From: Brad Schmidt, Public Works Director
Subject: Approval of the purchase of a CCTV Camera System from Key Equipment utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030.

Background: This purchase will replace the current, outdated, and obsolete system. The system was approved as part of the Capital Improvement Plan. The vendor is part of the statewide contract, their contract number is 5400.

Financial Impact: 501-5-1040-5400 - \$109,000.00

Attachments: 2025EnvirosightRVXShawneeProposal

Staff Recommendation: Approval of item.

July 8, 2025

City of Shawnee
Attn: Mr. Devin Daubert
111 S. Kickapoo
Shawnee, OK 74802



Re: EnviroSight Rovver X System

Devin Daubert,

Thank you for the opportunity to supply a proposal for the state-of-the-art Rovver X Camera System. The EnviroSight Rovver X is unequalled in performance, capability, expandability, and reliability by having little resistance in the pipe allowing quick, accurate, state of the art reporting capabilities. It is setting the standard for underground inspection systems.

Rovver X is the one system that lets you do everything: control inspections, view and record digital video, log observations, generate reports, and link directly to asset-management software:

- Steerable 6-wheel drive maneuvers past obstacles.
- Modular design adapts to pipes of any size, condition, or material.
- Compact system footprint can be deployed from any size vehicle.
- Digital controls automatically update to the latest features and support self-diagnostics.
- Scalable design supports lateral launch, side-scanning and laser profiling.
- WinCan VX included with every system purchase.

Rovver X, with its enhanced range, unmatched portability, simplified 3-piece system layout and powerful touchscreen controller, is the simplest to operate system on the market and yet the most advanced at the same time. The new pendant captures a day's worth of MPEG video and JPEG still images, lets you enter observations, upload to WinCan via the cloud and USB, and connects via Rovver-Link for remote diagnostics and firmware updates. In addition, Rovver X offers a detachable remote-operated camera lift, three on-board cameras, and integrated sensor packages.

Rovver X features include:

- State-of-the-art camera system with solid-state circuitry
- Open-standard Can-bus Communication protocol (software driven system ensures infinite upgrade ability)
- Utilizes reliable RAM drive with a capacity to hold 64 hours of video recording

- RC90X pan/tilt/zoom (120x zoom) camera with dual lasers (lasers can be calibrated for easy measurement of observations)
- 10x optical, 12x digital zoom, with 40 LEDs lights and proportional control
- Rover X 6-wheel steerable crawler with inclination/pitch sensors and Sondra transmitter with on/off switch
- Auto-updating pendant controller uses CANbus with viewing, text generation, crawler control, camera control, cable reel control, digital video and still image recording, full digital output and auto reel with 1000' of cable
- VC500 pendant is an 8" handheld, color touchscreen monitor, with HD display resolution
- Report generating capability (exportable)
- Presets for viewing laterals or inspecting joints
- Video can be downloaded via USB flash drive or the cloud
- Twin multifunction joysticks with proportional control (crawler and camera)
- Automatic cable reel with 1000' of cable (1650' optional)
- Clutch
- Remote internet-based diagnostics, diagnostic services and firmware upgrades
- Built-in inspection menus with drop down menus for easy annotation, able to capture mpeg and jpeg
- Cruise control
- Integral rear-view camera
- Built-in Sonde with on/off
- Multiple wheel sets available for variety of pipe composition and sizes
- Pressurization sensor
- Roll sensor
- Infinite upgrade ability and expandability (readily accepts DigiSewer, Laser Profiler and SAT Lateral Launch)
- Auto populates WinCan v8 database software
- Optional carriage, elevator lift kit, and auxiliary light with back up camera available

One (1) New Envirosight Rover X System includes: VC500 pendant controller with US – Connector PC-VC, RCX90 camera, RX130 crawler with back eye camera, inclination, sonde, clutch, RAX300 cable reel with wireless remote and 300M of orange Gore cable. Additional accessories include an emergency stop cable for the reel, mounting frame for reel, lifting tool, pressurization kit. Quick-change wheels system (**including 6 hubs, 6 small rubber wheels, 4 medium rubber wheels, 4 large rubber wheels and 2 climber wheels**). (1) WinCan VX Entry License

Also Included:

One (1) 2" Tiger Tail

One (1) Top Man-hole Roller

Four (4) XL Rubber Wheels

Four (4) Medium Aggressive Wheels

One (1) VC500 Power Supply

Total Invoice Amount:
Freight, Delivery, and Lifetime Training Included*

\$ 109,000.00

Thank you for your consideration of Key Equipment & Supply Co. and EnviroSight. If you have any questions, or would like additional information, please don't hesitate to contact me at (405) 812-5827 or jpandian@keyequipment.com.

Respectfully,

Joshua Pandian
Joshua Pandian
OK Territory Manager
Key Equipment & Supply Co.

*Sample photo



St. Louis
Key Equipment & Quality Rents
13507 Northwest Industrial Drive
Bridgeton, MO 63044
800-325-4323

Kansas City
Key Equipment & Quality Rents
6716 Berger Avenue
Kansas City, KS 66111
800-262-0149

Springfield
Key Equipment & Quality Rents
1315 Ottis Street
Springfield, IL 62703
217-313-7408



Public Works Department
111 S. Kickapoo St.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Shawnee Municipal Authority
From: Brad Schmidt, Public Works Director
Subject: Acknowledge receipt of Permit No. WT000063250081 from the Oklahoma Department of Environmental Quality (DEQ) for Shawnee Municipal Authority Wastewater Treatment Plant Discharge Improvements.

Background: This permit allows for the construction of a mag meter to record flow at the discharge point in accordance with the ODEQ plant permit.

Financial Impact:

Attachments: DEQ Permit

Staff Recommendation:

July 25, 2025

Mr. Brad Schmidt, Public Works Director
City of Shawnee
16 West 9th
Shawnee, Oklahoma 74802

Re: Permit No. WT000063250081
Shawnee Municipal Authority WTP Discharge Improvements System Improvements
PWSID No. OK1020504

Dear Mr. Schmidt:

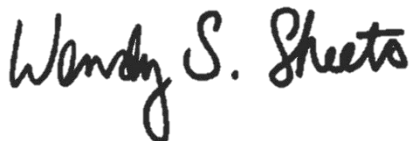
Enclosed is Permit No. WT000063250081 for the construction of a mag meter for wastewater treatment plant outfall and all appurtenances to serve the City of Shawnee, Pottawatomie County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by the Department of Environmental Quality ("DEQ") on July 25, 2025. Any deviations from the approved plans and specifications affecting capacity, flow, or operation of units must be approved, in writing, by DEQ before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Shawnee, after which it should be made a matter of permanent record.

We are returning one (1) set of the approved plans to you, one set (1) to your engineer, and retaining one (1) set for our files.

Respectfully,



Wendy S. Sheets, E.I.
Construction Permit Section
Water Quality Division

Enclosure

c: Brandon Wall, P.E., Wall Engineering, LLC

PERMIT TO CONSTRUCT

July 25, 2025

Pursuant to O.S. 27A 2-6-304, the City of Shawnee is hereby granted this Tier I Permit to construct a mag meter for wastewater treatment plant outfall and all appurtenances to serve the Shawnee Municipal Authority WTP Discharge Improvements, located in NE 1/4, NE 1/4 of Section 25, T-10-N, R-3-E, Pottawatomie County, Oklahoma, in accordance with the plans approved on July 25, 2025.

Sludge will be disposed of in accordance with applicable rules and regulations regarding the disposal of waste sludges.

By acceptance of this permit, the permittee agrees to operate and maintain the facility in accordance with OAC 252:631, and to comply with Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirement for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receive supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted and no invalid information has been presented in applying for the permit.
- 4) That the Oklahoma Department of Environmental Quality (“DEQ”) shall be kept informed on occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 5) That the issuing of this permit does not relieve the responsible parties from any damage which may accrue as the result of the location and operation of the plant in this area.
- 6) That before placing this facility into service, at least two samples of the water, taken on different days, shall be tested for bacteria to show that it is safe for drinking purposes.
- 7) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by DEQ before any such deviations are made in the construction of this project.
- 8) That any notations or changes recorded on the official set of plans and specifications in DEQ files shall be part of the plans as approved.
- 9) That the water leaving the plant will be non-corrosive as determined by a calcium carbonate saturation index (Langelier index), and the water shall contain at least 1.0 mg/l free chlorine or 2.0 mg/l of combined chlorine.

- 10) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by DEQ.
- 11) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 et seq. For information or a copy of the General Permit (OKR10) for Stormwater Discharges from Construction Activities, Notice of Intent form, Notice of Termination form, or guidance on preparation of a Pollution Prevention Plan, contact the Stormwater Unit of Environmental Complaints and Local Services Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-6100.

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions or provisions.



Gregory W. Carr, P.E., Chief Engineer
Water Quality Division