

AGENDA
BOARD OF CITY COMMISSIONERS
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 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.

2. Consider approval of Consent Agenda:

- a. Minutes from the July 14, 2025, regular rescheduled meeting.
- b. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the July 2, 2025, regular meeting.
 - Shawnee Beautification, Parks, and Recreation Committee Minutes from the May 15, 2025, regular meeting.
 - Shawnee Senior Citizens Advisory Board Minutes from the February 11, 2025, regular meeting and June 26, 2025, special call.
 - License Payment Report for July 2025.

- Project Payment Report for July 2025.
- c. Budget amendments for Fiscal Year 2024 - 2025:
- Fund 190 - Community Development Block Grant - To appropriate funds from Fund 191 to Fund 190.
- d. Budget amendments for Fiscal Year 2025 – 2026:
- Fund 001 - Federal Grant - Emergency Management - To appropriate grant monies into Equipment & Parts & Supplies for expenditures in FY26.
 - Fund 001 - General Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 001 - General Fund - Parks Department - To appropriate grant monies into Other Contractual Services for expenditures in FY26 for the Parks Department.
 - Fund 010 - Grant Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 190 - Community Development Block Grant - To appropriate funds from Fund 191 to Fund 190.
 - Fund 301 - Capital Improvement Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 302 - Street Improvement Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 303 - 2018 Capital Improvement Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 304 - American Rescue Plan Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

- Fund 350 - Aquatic Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 603 - Insurance Funds - Building Maintenance Vehicle - To appropriate insurance proceeds received for Building Maintenance Vehicle.
 - Fund 603 - Insurance Funds - Police Department - To appropriate insurance proceeds received for Police vehicle.
 - Fund 603 - Insurance Proceeds - Pool and Cemetery - To appropriate insurance proceeds received from the April 2023 Tornado.
 - Fund 603 - Insurance Recovery Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
 - Fund 706 - Donations Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.
- e. Lake Lease Transfer:
- Seck Tract Lot 4, 33712 Post Office Neck
From: Richard & Melissa Fair
To: James & Vickie Bundy
- f. Approval of Change Order No. 1 for Roof Repair at Shawnee Heart of Oklahoma Exposition Center.
- g. Approval of the purchase of a Mobile Command Trailer in compliance with the City of Shawnee's approved Capital Improvement Plan for 2026-2030.
- h. Approval of the purchase of a used 2017 Kenworth T270 2000 gallon tank truck in the amount of \$65,500.00 from Stewart Wholesale, Inc. for utilization at the Heart of Oklahoma Exposition Center in compliance with the City of Shawnee's approved Capital Improvement Plan for 2026-2030.
3. Consideration of a modification agreement with the Oklahoma Department of Transportation (ODOT) regarding the Grade, Drain, & Surface Kickapoo Street Project. State Job No. 32255(04).

4. Consideration of a resolution declaring certain items of personal property surplus and no longer needed for City purposes; describing said items; and authorizing the sale or disposal at the City's discretion. (Emergency Management).
5. Consideration of a resolution declaring certain items of personal property surplus and no longer needed for City purposes; describing said items; and authorizing the sale of said items to the Stroud Fire Department. (Fire Department).
6. 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 June 16, 2025, City Commission Meeting.*)
7. Public hearing regarding a request to amend the Planned Unit Development (PUD) restrictions for the Unity Medical Plaza.
Case No. PUD02-25 | Applicant: Saint Anthony Shawnee Hospital c/o Mission Energy Development LLC
8. Consideration of an ordinance to amend the Planned Unit Development (PUD) restrictions for the Unity Medical Plaza.
Case No. PUD02-25 | Applicant: Saint Anthony Shawnee Hospital c/o Mission Energy Development LLC
9. Public hearing of a request to rezone property located at a tract of land directly west of 4308 Faith Boulevard from TA (Transitional Agriculture District) to C-1 (Local Commercial District).
Case No. RZ03-25 | Applicant: Rickey Crain c/o Landes Engineering
10. Consideration of an ordinance to rezone property located at a tract of land directly west of 4308 Faith Boulevard from TA (Transitional Agriculture District) to C-1 (Local Commercial District).
Case No. RZ03-25 | Applicant: Rickey Crain c/o Landes Engineering
11. Acknowledge Monthly Sales Tax Report.
12. Administrative Report(s):
 - a. Presentation of the Quarterly 2018 Half-Cent Sales Tax Report - Seth Barkhimer, Interim Assistant City Manager

13. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)
14. Commissioners Comments
15. Consider an executive session to discuss the evaluation of the Interim 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."
16. 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.
17. Consider matters discussed in executive session regarding discussion of the evaluation of the Interim 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."
18. 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.
19. Adjournment

Respectfully submitted,

A handwritten signature in blue ink that reads "Lisa Kasyore". The signature is written in a cursive style and is positioned below the "Respectfully submitted," text.

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

BOARD OF CITY COMMISSIONERS PROCEEDINGS

JULY 14, 2025 AT 6:00 PM

RESCHEDULED FROM JULY 21, 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 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. 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

Absent

Commissioner Ward 6

ABSENT: Lauren Richter

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. Ken Landry and Mr. Rob Morris spoke during Citizens Participation.

2. Consider approval of Consent Agenda:

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

- b. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the June 4, 2025, regular meeting.

 - License Payment Report for June 2025.

 - Project Payment Report for June 2025.

- c. Budget amendments for Fiscal Year 2025 – 2026:
 - Fund 603 - Insurance Proceeds - Police Department

 - Fund 603 - Insurance Proceeds - South Wastewater Treatment Plant

 - Fund 001 - Emergency Management

- d. Renewal of the following agreements for Fiscal Year 2025-2026:
 - Interlocal Agreement with Pottawatomie County Commissioners for repair of public roads within the City Limits.

 - Agreement with Central Oklahoma Community Action Agency (COCAA) operating as Central Oklahoma Transit System (COTS) for

Public Transportation Services.

e. Lake Lease Transfer:

- Magnino A Tract Lot 13, 17308 Magnino Rd
From: Barbara Cochrane & Pam Griffin
To: William & Kristin Jones

f. Mayor Appointments:

- Shawnee Urban Renewal Authority
Raymond Burrell 1st Partial Term Expires: February 2, 2026
Replaces Carol Valentine, Resigned
- Shawnee Library Board
David Dinsmore 1st Full Term Expires: June 30, 2028
Replaces Justin Wood, Term Expired

A motion was made by Commissioner Odneal, seconded by Commissioner Madson, to approve Consent Agenda Item Nos. 2(a-f). Motion carried 5-0-1.

AYE: Odneal, Madson, Stephens, Fichtner, Sehorn

NAY: None

ABSTAIN: Matthews

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

Animal Control Officer Jesse Gallaway introduced Gizmo, a seven-month-old Chihuahua mix.

4. Commission appointment of a Vice Mayor (per Article III, Section 6 of the City Charter).

City Attorney Trent Guleserian provided an overview of the Vice Mayor role

from Municipal Code. Discussion was held among the Commission.

A motion was made by Commissioner Sehorn, seconded by Commissioner Odneal, to appoint Commissioner Matthews as Vice Mayor. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

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

6. Consideration of the transfer of previously owned City property from South Central Industries to Dunbar Heights Community Group, known specifically as 618 South Broadway.

Community Development Director Rian Harkins explained that in January 2020 the subject property was transferred from Pottawatomie County to the City of Shawnee, then the City of Shawnee deeded the property to South Central Industries (SCI). The Dunbar Heights Community Group has been in discussion with SCI about the acquisition of the property to develop housing that can serve the needs of the neighborhood and community. Per the current deed, the City of Shawnee must provide approval for the property to be transferred. If the transfer is approved, provisions would be added to require Dunbar Heights Community Group to pull a building permit within eighteen (18) months, and obtain a certificate of occupancy within thirty-six (36) months. Mr. Harkins answered questions from the Commission.

A motion was made by Commissioner Odneal, seconded by Commissioner Sehorn, to approve the transfer of previously owned City property from South Central Industries to Dunbar Heights Community Group, known specifically as 618 South Broadway. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

7. 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. (*Deferred from the June 16, 2025, City Commission Meeting.*)

Community Development Director Rian Harkins provided information

regarding comparable lots and sales for each of the subject properties. The fair cash value of the combined six (6) properties, per the Pottawatomie County Assessor's Office, is Twenty-Six Thousand Three Hundred Fifty-Three Dollars (\$26,353.00). He provided a brief overview of the Tiny Homes Foundation and their plans for said properties. Mr. Harkins answered questions from the Commission.

A motion was made by Commissioner Odneal, seconded by Vice Mayor Matthews, to approve the sale of properties located at 1407 North Center, 545 North Elm, 535 North Bell, 220 North Oklahoma, 223 South Oklahoma, and 1025 East 10th to the Tiny Homes Foundation at the fair cash value amount of Twenty-Six Thousand Three Hundred Fifty-Three Dollars (\$26,353.00). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

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

5. Discussion, consideration, and possible action to approve a new engagement letter with Stuart & Clover, PLLC to continue to serve as City Attorney.

Interim City Manager Mark Simpson provided a staff report and outlined changes from the current agreement. City Attorney Joe Vorndran answered questions from the Commission.

A motion was made by Commissioner Fichtner, seconded by Vice Mayor Matthews, to approve a new engagement letter with Stuart & Clover, PLLC to continue to serve as City Attorney. Motion carried 5-0-1.

AYE: Fichtner, Matthews, Madson, Stephens, Sehorn

NAY: None

ABSTAIN: Odneal

Move to Agenda Item No. 8 by the Power of the Chair.

8. Public Hearing for a request to amend the Planned Unit Development (PUD) restrictions for the Shawnee Marketplace commercial area.
Case No. PUD01-25 | Applicant: Santa Fe Properties, LLC. c/o Kimley Horn Engineering

Community Development Director Rian Harkins explained the proposed amendment seeks to increase the maximum sign area allowed for an attached wall sign, specifically to accommodate the primary entrance for the retailer that is seeking to develop the land as a site for their store. Staff recommends approval of this request.

Mayor Stephens declared a public hearing in session to consider a request to amend the Planned Unit Development (PUD) restrictions for the Shawnee Marketplace commercial area. Mr. Jordan Corbitt with Kimley Horn appeared in favor. No one appeared against. The public hearing was closed.

9. Consideration of an ordinance to amend the Planned Unit Development (PUD) restrictions for the Shawnee Marketplace commercial area.

Case No. PUD01-25 | Applicant: Santa Fe Properties, LLC. c/o Kimley Horn Engineering

A motion was made by Commissioner Sehorn, seconded by Vice Mayor Matthews, to approve an ordinance amending the Planned Unit Development (PUD) restrictions for the Shawnee Marketplace commercial area.

Ordinance No. 2817NS was introduced.

AN ORDINANCE AMENDING ORDINANCE NO. 2540NS AND THE PLANNED UNIT DEVELOPMENT ZONING OVERLAY CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO WIT: A TRACT OF LAND IN THE SOUTHEAST QUARTER (SE/4) OF SECTION THIRTY SIX (36), TOWNSHIP ELEVEN (11) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED WITH METES AND BOUNDS AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER (SE/C) OF THE SE/4 OF SAID SECTION 36; THENCE SOUTH 89°22'30" WEST AS THE BASIS OF BEARING ON THE SOUTH LINE OF SAID SE/4 A DISTANCE OF 370.00 FEET TO THE POINT OF BEGINNING, SAID POINT BEING THE SOUTHWEST CORNER (SW/C) OF 1-40 AND KICKAPOO COMMERCIAL CENTER, SECTION 1; THENCE CONTINUING SOUTH 89°22'30" WEST ON SAID SOUTH LINE A DISTANCE OF 607.26 FEET; THENCE NORTH 00°30'40" WEST AND PARALLEL TO THE WEST LINE OF BLOCK ONE (1), SHAWNEE MARKETPLACE, A DISTANCE OF 1148.11 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF PLAZA DRIVE; THENCE NORTH

89°29'20" EAST A DISTANCE OF 607.26 FEET TO A POINT ON THE WEST LINE OF LOTS FIVE (5) THROUGH EIGHT (8), INCLUSIVE, BLOCK ONE (1), SHAWNEE MARKETPLACE; THENCE SOUTH 00°30'40" EAST ON SAID WEST LINE OF LOTS FIVE (5) THROUGH EIGHT (8), INCLUSIVE, BLOCK ONE (1), SHAWNEE MARKETPLACE, A DISTANCE OF 642.97 FEET; THENCE ON A CURVE TO THE RIGHT, HAVING A RADIUS OF 137.50 FEET, A CHORD BEARING OF SOUTH 14°09'52" WEST, AND A CHORD DISTANCE OF 69.67 FEET, FOR AN ARC LENGTH OF 70.44 FEET TO A POINT OF REVERSE CURVE; THENCE ON A REVERSE CURVE TO THE LEFT, HAVING A RADIUS OF 232.50 FEET, A CHORD BEARING SOUTH 14°09'52" WEST, AND A CHORD DISTANCE OF 117.81 FEET, FOR A ARC LENGTH OF 119.10 FEET; THENCE SOUTH 00°30'40" EAST A DISTANCE OF 289.65 FEET AND PARALLEL TO THE WEST LINE OF 1-40 AND KICKAPOO COMMERCIAL CENTER, SECTION 1; THENCE NORTH 89°23'28" EAST A DISTANCE OF 47.50 FEET; THENCE SOUTH 00°30'40" EAST A DISTANCE OF 33.00 FEET TO THE POINT OF BEGINNING; AND AMENDING THE PLANNED UNIT DEVELOPMENT TO ALLOW ATTACHED WALL SIGNS OF UP TO 440 SQUARE FEET IN AREA PER STOREFRONT.

Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

Ordinance No. 2817NS was adopted by the City Commission.

10. 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 reporting, maintenance, and security of vacant structures; providing for repealer, providing for codification; providing for severability; and setting an effective date. *(Deferred from the June 16, 2025, City Commission meeting.)*

City Attorney Joe Vorndran provided a staff report advising of the changes in the updated draft ordinance. The proposed geographic boundaries are Main Street between Kickapoo and Harrison.

A motion was made by Commissioner Odneal, seconded by Vice Mayor Matthews, to approve 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 reporting, maintenance, and security of vacant structures; providing for repealer, providing for codification; providing for severability; and setting an effective date.

Ordinance No. 2818NS was introduced.

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 REPORTING, MAINTENANCE, AND SECURITY OF VACANT STRUCTURES; PROVIDING FOR REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND SETTING AN EFFECTIVE DATE.

Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

11. Discussion and consideration regarding a Request for Proposal for the Santa Fe Depot.

Interim City Manager Mark Simpson advised that staff is seeking guidance from the Commission before moving forward on the Santa Fe Depot. Community Development Director Rian Harkins answered questions from the Commission.

A motion was made by Commissioner Odneal, seconded by Commissioner Madson, to instruct staff to publish a Request for Proposal for the Santa Fe Depot. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

12. Discussion and consideration regarding a Request for Proposal for the Franklin School Building.

Interim City Manager Mark Simpson advised that staff is seeking guidance from the Commission before moving forward on the Franklin School Building.

Community Development Director Rian Harkins answered questions from the Commission.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Odneal, to instruct staff to publish a Request for Proposal for the Franklin School Building. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

13. Consider Bid(s):

a. Walnut Street Waterline Replacement (Award)

Public Works Director Brad Schmidt announced that twelve (12) bids were received. Staff recommends awarding the base bid to Accuracy Underground of Inola, Oklahoma, for the total amount of Six Hundred Ninety Thousand Eight Hundred Forty-Six Dollars (\$690,846.00).

A motion was made by Commissioner Sehorn, seconded by Vice Mayor Matthews, to award the Walnut Street Waterline Replacement bid to Accuracy Underground in the amount of Six Hundred Ninety Thousand Eight Hundred Forty-Six Dollars (\$690,846.00). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

14. Acknowledge Monthly Sales Tax and Budget Reports.

Finance Director Kimberly Smith reported sales tax collections are down Seventy Thousand Two Hundred Seventy-Eight Dollars (\$70,278.00) or Two Point Seven Zero Percent (2.70%), below the projected budget year-to-date. She stated that use tax collections are down approximately Nineteen Thousand Five Hundred Twelve Dollars (\$19,512.00) or Five Point Two Five Percent (5.25%), below the projected budget year-to-date.

15. 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.

16. Commissioners Comments

Vice Mayor Matthews spoke regarding the Request for Proposal opportunities and sales tax. He expressed his appreciation for the Commissioners and shared that he has enjoyed working with all of them.

Commissioner Madson spoke regarding the International Finals Youth Rodeo (IFYR) and thanked Pottawatomie County. She also noted the impact of local events and the quality of life opportunities they provide.

Commissioner Odneal spoke regarding the Dunbar Heights Community and the benefits of Request for Proposals.

Mayor Stephens spoke regarding the IFYR and remembering our friends in Texas during this challenging time.

Commissioner Fichtner expressed her appreciation for City employees and noted the great job Interim City Manager Mark Simpson and Interim Assistant City Manager Seth Barkhimer are doing. She spoke regarding the IFYR and positive relationship between the City of Shawnee and Pottawatomie County.

Commissioner Sehorn spoke regarding sales tax, the vacant building ordinance, and expressed his appreciation for City staff.

17. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:07 p.m.)

ERIC STEPHENS, MAYOR

ATTEST:

KACIE ECK, CMC
SR. DEPUTY CITY CLERK

PLANNING COMMISSION MINUTES

DATE: July 2, 2025

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on July 2, 2025, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Barrett called the meeting to order at **1:30 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Alexander, Barrett, Johnson, Hembree, Reese, Hayes

Absent: Porter

Item 1. Consideration of approval of the minutes from the regular meeting on June 4, 2025. Chair Barrett asked for questions or corrections to the minutes.

Chair Barrett made a motion to **Approve** the minutes as presented, which Commissioner Hembree seconded.

Motion **passed 5-0-1.**

Aye: Hembree, Johnson, Barrett, Alexander, Reese

Nay: None

Abstain: Hayes

Item 2. Consideration of a request to amend the Planned Unit Development restrictions for the Shawnee Marketplace commercial area (PUD01-25). Applicant: Santa Fe Properties, LLC. c/o Kimley Horn Engineering.

Background

Shawnee Marketplace is located on the Northwest corner of the intersection of West 45th Street and North Kickapoo Street. The area is zoned under a Planned Unit Development with a base zoning of C-2 (Regional Commercial). The owner, Santa Fe Properties, LLC., has authorized Kimley Horn Engineering Consultants to request a revision to the existing PUD restrictions as they prepare for new commercial development. The PUD area continues to the North, with C-2 zoning extending east and west, with a strip of commercial zoning extending to the Southeast along Kickapoo Street. Across West 45th Street to the South is R-1 (Low Density Residential) zoning and hosts several residential subdivisions.

Discussion

The proposed amendment seeks to increase the maximum sign area allowed, specifically to accommodate the primary entrance for the retailer that is seeking to develop the land as a site for their store. The base zoning of C-2 allows a cumulative maximum sign area of 150 square feet for a single storefront, and the PUD specified an alternate number and sizes of freestanding signs, but left wall signage to default to the base zoning standards. The request is to allow for the main entrance of the building to have a wall sign up to 440 square feet in size.

Financial Impact: None

Attachments: 20250529 - PUD Amendment Application, 2025-06-02 HD ShawneeOK_Project

Narrative and Amendment Request

Staff Recommendation: Staff recommends Approval of the requested PUD amendment.

This item is scheduled to be heard at City Commission on July 14, 2025.

Commissioner Reese made a motion to recommend the **APPROVAL** of **Case No. PUD01-25** which Commissioner Alexander seconded.

Motion **passed 6-0-0.**

Aye: Hembree, Alexander, Johnson, Barrett, Hayes, Reese

Nay: None

Abstain: None

Item 4. Community Development Update

City Planner Diana Hood noted that the contracts for both the Consolidated Plan and Housing Study are on the agenda for the upcoming City Commission meeting for their review and approval.

Item 5. Planning Commissioners' Comments

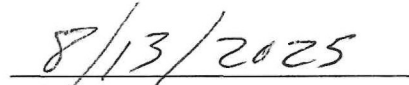
Commissioners had no comments.

Item 6. Adjournment


The meeting adjourned at 1:44 p.m.



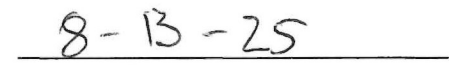
Chair/Vice-Chair



Date



Interim Community Development Director



Date

**SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE
PROCEEDINGS**

MAY 15, 2025 AT 4:00 PM

The Shawnee Beautification, Parks, and Recreation Committee 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 May 15, 2025 at 4:00 P. M., pursuant to notice duly posted as prescribed by law at 2:08 P.M. on May 14, 2025. Chairperson Payn presided and called the meeting to order. Upon roll call, the following members were in attendance.

Chad Payn
Chairperson

Sherry Lankford
Vice Chairperson

Absent
Committee Member

Kerri Keck
Committee Member

Absent
Committee Member

Chris Johnston
Committee Member

Lauren Richter
Commissioner/Committee Member

ABSENT: Sue Nelson and Raymond Lutomski Jr.

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the April 17, 2025 regular meeting.

Chris Johnston was sworn in before the meeting started to ensure we had enough members for a quorum. A motion to approve the April 17, 2025 minutes was made by Kerri Keck. A 2nd was made by Sherry Lankford. Motion carried 4-0.

Aye: Chad Payn, Kerri Keck, Sherry Lankford, and Chris Johnston.

Nay: None

2. Staff Reports

1. Many of the trees from the tree grant have been planted.
2. Dirtwork at Wildwood Park will be starting soon.
3. New trees have been planted at Fairview Cemetery.
4. Splash is opening next week with a lot of last year's staff returning.
5. Contractors will be breaking ground on the new splash pad at Boy Scout Park the first of June.

6. KidSpace Park is seeing lots of activity with this weekend being booked solid with parties.

7. Many different activities are taking place in the Recreation Center with high attendance.

Lauren Richter joined the meeting at this time.

3. Consideration of next steps of Artwork Project.

The committee discussed a possible theme for the artwork project and considered different types of artwork to be put in different areas of Shawnee.

Kerri Keck will talk with the Shawnee Arts and Culture Committee about ideas for the project, and she will also talk more with Rian Harkings about a request for proposal and give an update at the next committee meeting.

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

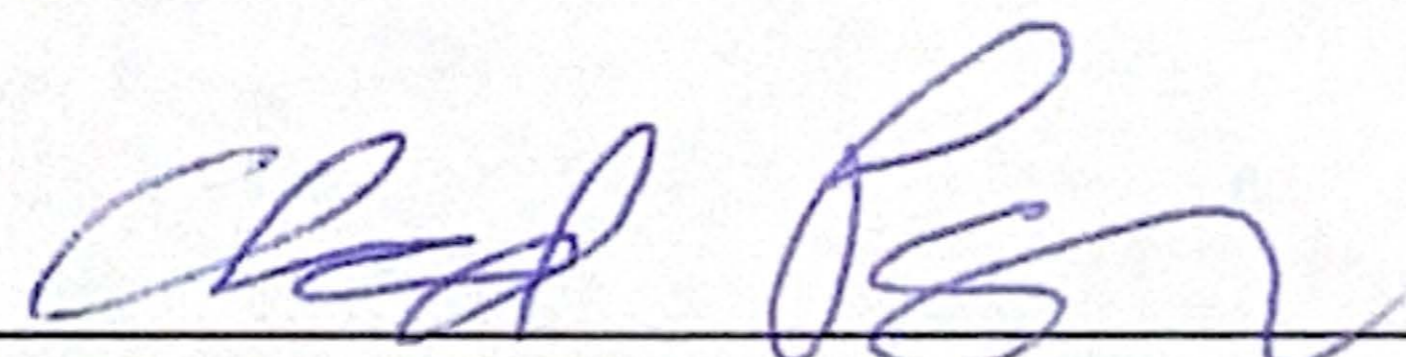
We had no citizen participation at this meeting.

5. Committee Comments

No committee comments.

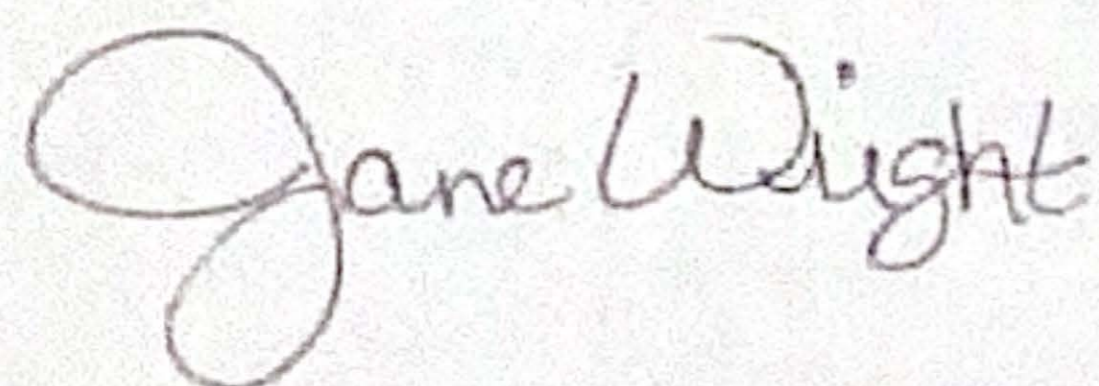
6. Adjournment

Meeting was adjourned at 4:52 p.m.



CHAD PAYN
CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY

SHAWNEE SENIOR CITIZENS ADVISORY BOARD PROCEEDINGS
FEBRUARY 11, 2025 AT 9:30 AM

The Shawnee Senior Citizens Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Senior Recreation Center, 401 North Bell Avenue, Shawnee, Oklahoma on February 11, 2025 at 9:30 A.M., pursuant to notice duly posted as prescribed by law at 9:11 A.M. on February 7, 2025. Chairperson Fogerty presided and called the meeting to order. Upon roll call, the following members were in attendance.

Barry Fogerty
Chairperson

Albert Rice
Vice Chairperson

Pamela Pensoneau
Board Member

Absent
Board Member

Norma Neely
Board Member

Sally Murphy
Board Member

Pete Carrels
Board Member

John Belzer
Board Member

Mark Sehorn
Commissioner

Gary Dowdy
Board Member

ABSENT: Ann Dowdy

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the August 13, 2024 regular meeting.

A motion to approve the August 13, 2024 minutes was made by Gary Dowdy.

A 2nd was made by Sally Murphy. Motion carried 9-0.

Aye: Barry Fogerty, Albert Rice, Sally Murphy, Pamela Pensoneau, Gary Dowdy, Pete Carrels, John Belzer, Norma Neely, and Mark Sehorn.

Nay: None

2. Staff Reports

1. The group was updated on Amy Riggins' new position. Angie Kelly is now the new Senior Program Supervisor.

2. We will be hosting a Chocolate Festival on Friday, February 14, 2025. Board members were encouraged to bring something chocolate or attend.

3. The Recreation Center is offering a new walking program called Flex Those Shoes.

4. The Board discussed senior programming survey results.

3. Consideration of Pottawatomie County Sales Tax Senior Fund Purchase Orders.

A motion to approve Pottawatomie County Sales Tax Senior Fund Purchase Orders was made by Gary Dowdy. A 2nd was made by Pete Carrels. Motion carried 9-0.

Aye: Barry Fogerty, Albert Rice, Gary Dowdy, Pete Carrels, Sally Murphy, John Belzer, Pamela Pensoneau, Norma Neely, and Mark Sehorn.

Nay: None

4. Consideration of Board Goals for 2025.

A sub-committee of Albert Rice, Sally Murphy, Gary Dowdy, and Norma Neely will meet at the Senior Recreation Center and discuss goals for the year.

They will report to the group at next quarterly meeting. A motion to approve working on goals was made by Gary Dowdy. A 2nd was made by Sally Murphy. Motion carried 8-0.

Aye: Barry Fogerty, Albert Rice, Sally Murphy, Gary Dowdy, Pete Carrels, Pamela Pensoneau, Norma Neely, and Mark Sehorn.

Nay: None

5. Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

Mr. Morris spoke during citizens participation.

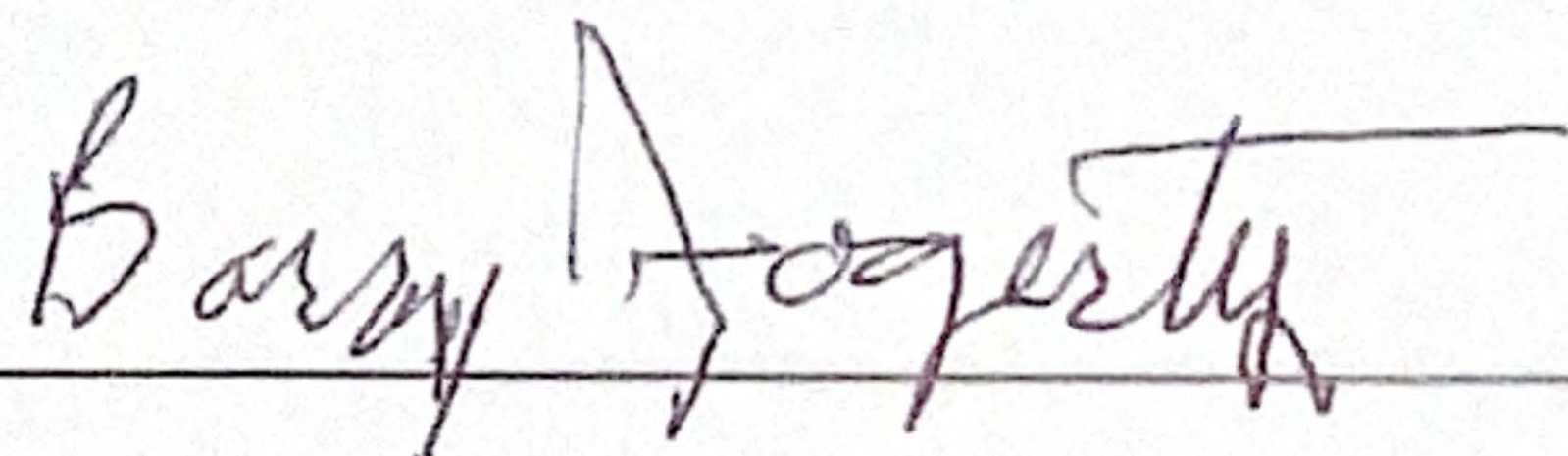
6. Board Comments

1. Board members are encouraged to come participate at the Recreation Center.

2. Mr. Rice thanked staff members for all the hard work they do.

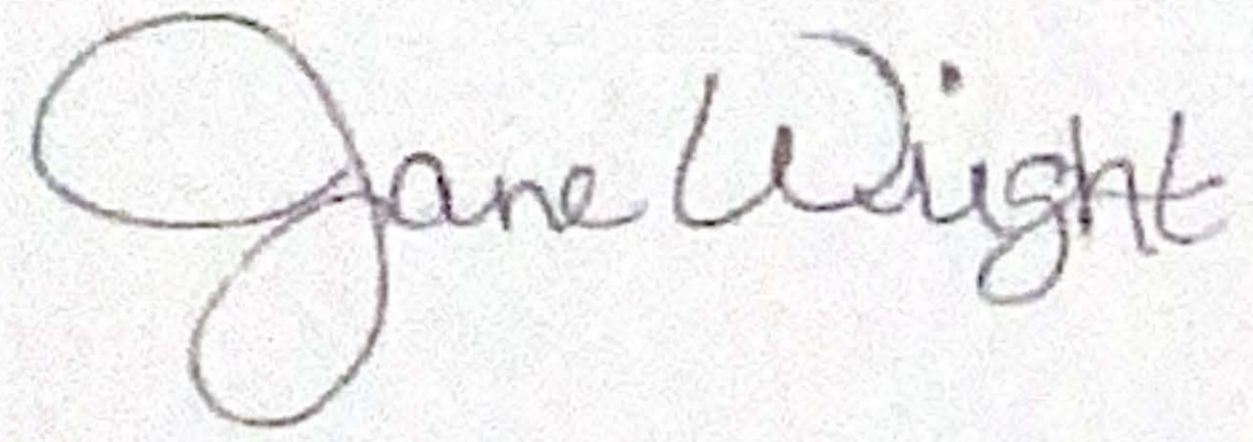
7. Adjournment

The meeting was adjourned at 10:49 A.M.



BARRY FOGERTY
CHAIRPERSON

ATTEST:

A handwritten signature in cursive script that reads "Jane Wright". The signature is written in dark ink on a light-colored background.

JANE WRIGHT
SECRETARY

SHAWNEE SENIOR CITIZENS ADVISORY BOARD PROCEEDINGS

JUNE 26, 2025 AT 9:30 AM

The Shawnee Senior Citizens Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Special Call Session in the Senior Recreation Center, 401 North Bell Avenue, Shawnee, Oklahoma on June 26, 2025 at 9:30 A.M., pursuant to notice duly posted as prescribed by law at 8:05 A.M. on June 24, 2025. Chairperson Fogerty presided and called the meeting to order. Upon roll call, the following members were in attendance.

Barry Fogerty
Chairperson

Albert Rice
Vice Chairperson

Absent
Board Member

Absent
Board Member

Absent
Board Member

Sally Murphy
Board Member

Norma Neely
Board Member

John Belzer
Board Member

Mark Sehorn
Commissioner

Gary Dowdy
Board Member

ABSENT: Ann Dowdy, Pete Carrels, and
Pamela Pensoneau

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of Pott County purchase orders.

A motion to approve Pott. County purchase orders was made by Norma Neely.

A 2nd was made by Gary Dowdy. Motion carried 7-0.

Aye: Barry Fogerty, Gary Dowdy, Sally Murphy, John Belzer, Mark Sehorn,
Norma Neely, and Albert Rice.

Nay: None

2. Discussion of possible grant opportunities.

Board members will look for available grants that could be applied for.

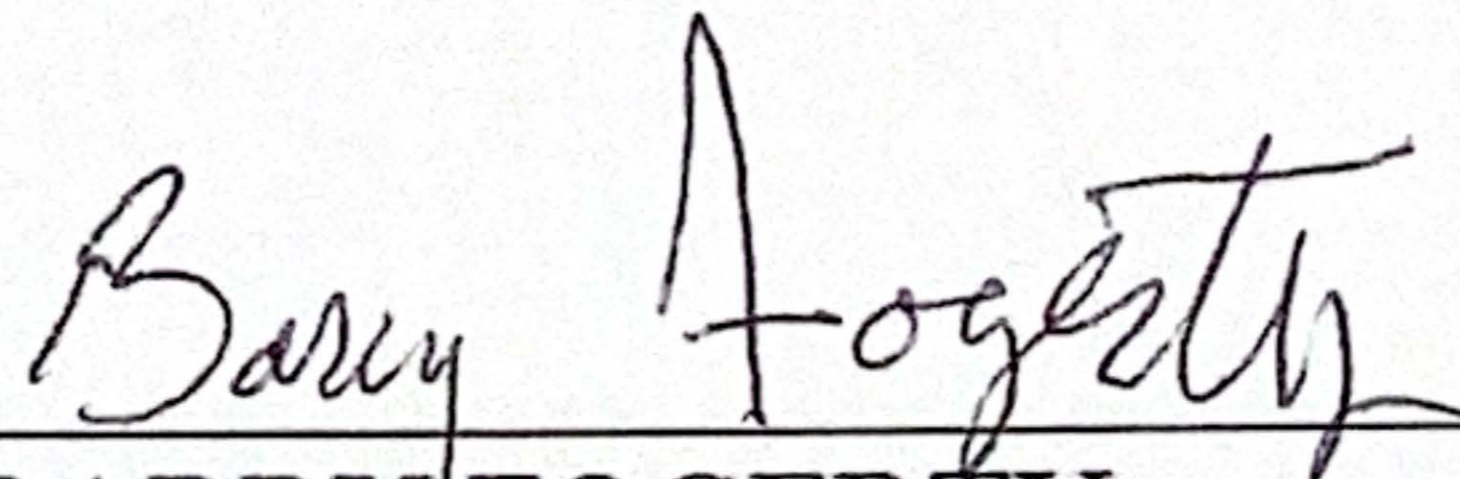
3. Update from subcommittee on goals and staff appreciation.

The Subcommittee met on June 2, 2025 and discussed ideas to recognize

volunteers. Suggestions were made that the board go out in the community and get donated gifts from businesses to give volunteers for their hard work. They also discussed recognizing staff members on a monthly basis or by years of service and possibly having a luncheon. These ideas will be put on the August agenda for consideration.

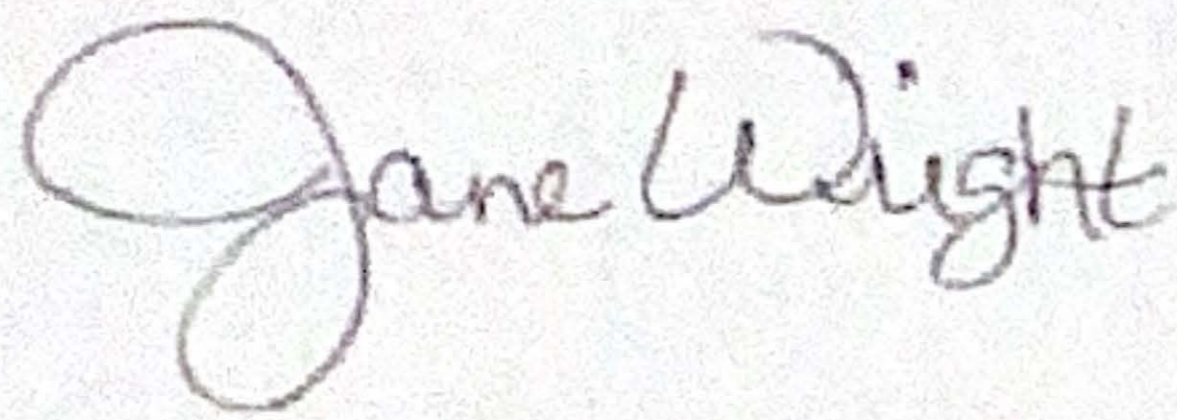
4. Adjournment

The meeting was adjourned at 10:13 A.M.



BARRY FOGERTY
CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY



License Payment Report

07/01/2025 - 07/31/2025

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20250845	7/31/2025	B - Commercial - Remodel	4836 N KICKAPOO	K-HALL CONSTRUCTION	REMODEL	0	0	\$29.50
20250844	7/31/2025	P - Plumbing	604 POOL PL	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$54.50
20250843	7/31/2025	P - Plumbing	1824 N OKLAHOMA AVE	VETERAN PLUMBING SERVICES LLC	REPAIR EXISTING	0	0	\$54.50
20250842	7/30/2025	P - Plumbing	1636 N PARK	DALE'S PLUMBING	REPLACE EXISTING	0	0	\$54.50
20250841	7/30/2025	E - Electrical	3310 N MARKET	RETHFORD ELECTRIC	BONDING	0	0	
20250840	7/30/2025	P - Plumbing	618 S PHILADELPHIA AVE	STANFIELD PLUMBING	REPLACE EXISTING	0	0	\$54.50
20250839	7/30/2025	F - Fire Alarm / Smoke Control System	20 E 9TH ST	PSI FIRE	FIRE ALARM	0	0	\$104.50
20250838	7/30/2025	F - Burn	1402 E FARRALL	STEVE BROKESHOULDER	BURN	0	0	\$29.50
20250837	7/29/2025	C - City Project	3310 N MARKET	JUSTIN WAGNON	OPTIMIST PARK	0	0	
20250836	7/29/2025	M - Mechanical	4430 LILLY VALLEY	AIRCO SERVICE	CHANGE OUT	0	0	\$64.50
20250835	7/29/2025	E - Electrical	3303 N HARRISON	KENNYCO ELECTRIC LLC	MISCELLANEOUS	0	0	\$54.50
20250834	7/29/2025	B - Residential - New	2125 W RIDGEWOOD	ACOCK PROPERTIES	NEW CONSTRUCTION	75,000	707	\$684.74
20250833	7/29/2025	B - Residential - New	2125 W RIDGEWOOD	ACOCK PROPERTIES	NEW CONSTRUCTION	75,000	707	\$1,084.74
20250832	7/29/2025	P - Plumbing	1331 E 11TH	DALE'S PLUMBING	PRESSURE TEST	0	0	\$54.50
20250831	7/29/2025	P - Plumbing	324 N ELM	DALE'S PLUMBING	PRESSURE TEST	0	0	\$54.50

20250830	7/29/2025	P - Plumbing	1927 E WALNUT	DALE'S PLUMBING	PRESSURE TEST	0	0	\$54.50
20250829	7/29/2025	PC - Zoning Change & Conditional Use Permit	15105 ECKEL RD	Jeff and Katie Cannon	CUP for Short-Term Rental	0	0	\$350.00
20250828	7/28/2025	B - Residential - Multi Family	4731 N UNION	PROCON LLC	NEW CONSTRUCTION	3,283,500	18,716	\$8,998.50
20250827	7/28/2025	B - Residential - Multi Family	4731 N UNION	PROCON LLC	NEW CONSTRUCTION	3,283,500	20,766	\$9,791.00
20250826	7/28/2025	O - Sign	312 N HARRISON	YEARWOOD DESIGN WORKS	NEW INSTALLATION	0	0	\$50.00
20250825	7/28/2025	F - Fire Alarm / Smoke Control System	704 W AYRE	VECTOR SECURITY	NEW INSTALLATION	0	34,815	\$800.80
20250824	7/28/2025	F - Fire Suppression	3831 N KICKAPOO AVE	SUNBELT FIRE PROTECTION	FRIE SUPPROESSION	0	4,500	\$194.50
20250823	7/28/2025	B - Roof Redeck	634 N BELL	PATTERSON ROOFING & CONSTRUCTION	ROOF REDECK	17,757	1,900	\$54.50
20250822	7/28/2025	B - Residential - Remodel	916 E WHITTAKER	STEPHEN BARNETT	REMODEL	3,500	702	
20250821	7/25/2025	E - Electrical	4734 N KICKAPOO	SELECT SERVICE ELECTRIC		0	0	\$154.50
20250820	7/24/2025	E - Electrical	704 W AYRE	SOLUTIONS ELECTRIC II LLC	MISCELLANEOUS	0	0	\$54.50
20250819	7/24/2025	F - Operational Permit	1700 W INDEPENDENCE ST	WORK READY OKLAHOMA		0	0	\$54.50
20250818	7/24/2025	P - Plumbing	3303 N HARRISON	IN AND OUT PLUMBING	NEW INSTALLATION	0	0	\$354.50
20250817	7/24/2025	E - Electrical	702 S MARKET AVE	J & J ELECTRIC LLC	METER RESET	0	0	\$54.50
20250816	7/23/2025	B - Residential - Add On	11 OAK HILL	CRAIG CONTRACTORS LLC	ADD ON	185,000	450	\$100.13
20250815	7/23/2025	E - Electrical	1406 E WALNUT ST	FULL SPEED ELECTRIC	REBUILD SERVICE	0	0	\$54.50
20250814	7/23/2025	F - Burn	4409 N BRYAN AVE	DEREK HENLEY	BURN PERMIT	0	0	\$29.50

20250813	7/23/2025	O - Paving Cut and Boring	3500 N HARRISON AVE	ARIAS UTILITY LLC	ROAD BORE	0	0	
20250812	7/23/2025	P - Plumbing	230 N HARRISON AVE	ROTO-ROOTER PLUMBING	REPLACE EXISTING	0	0	\$54.50
20250811	7/23/2025	O - Paving Cut and Boring	4218 N HARRISON AVE	ARIAS UTILITY LLC	ROAD BORE	0	0	
20250810	7/23/2025	P - Plumbing	321 S MCKINLEY	DALE'S PLUMBING	REPLACE EXISTING	0	0	\$54.50
20250809	7/23/2025	E - Electrical	913 W FRANKLIN	ANYWHERE ELECTRIC LLC	REPLACE EXISTING	0	0	\$104.50
20250808	7/22/2025	P - Plumbing	617 S CHAPMAN	COWBOYS PLUMBING	GAS SERVICE LINE REPLACEMENT	0	0	\$54.50
20250807	7/22/2025	P - Plumbing	17 ROCK HOLLOW	ADVENT PLUMBING	CHANGE OUT	0	0	\$54.50
20250806	7/21/2025	P - Plumbing	931 N PARK	GREGORY W SMITH	REPLACE SEWER LINE	0	0	\$54.50
20250805	7/21/2025	M - Mechanical	1600 E FARRALL ST	OGLE MECHANICAL	4 TON	0	0	\$84.50
20250804	7/21/2025	E - Electrical	16618 STEVENS RD	24/7 ELECTRICAL SERVICES	BCW	0	0	\$54.50
20250803	7/21/2025	B - Accessory Structure	2 ROSE LN	GOBER POST FRAME CONSTRUCTION	NEW CONSTRUCTION	29,100	1,200	\$259.50
20250801	7/21/2025	F - Fire Alarm / Smoke Control System	1 JOHN C BRUTON BLVD #J	TRU TECHNOLOGIES	FIRE ALARM	0	6,600	\$236.50
20250800	7/21/2025	F - Exhibit / Tradeshow	1700 W INDEPENDENCE ST	HERPS REPTILE SHOW	TRADESHOW / EXHIBIT	0	0	\$54.50
20250798	7/21/2025	O - Paving Cut and Boring	1937 N KICKAPOO AVE	B&H CONSTRUCTION	STREET BORE	0	0	
20250797	7/18/2025	P - Plumbing	227 N BROADWAY	HAYDEN STANFIELD	CHANGE OUT / PRESSURE TEST	0	0	
20250796	7/18/2025	M - Mechanical	2600 RALEY DR	JACKSON MECHANICAL	CHANGE OUT	0	0	\$3,840.00
20250795	7/18/2025	B - Roof Redeck	1003 N MINNESOTA	CODY MANION	RE-DECK	0	0	\$50.00
20250794	7/18/2025	B - Roof Redeck	512 N LEO	CODY MANION	RE-DECK	0	0	\$50.00
20250793	7/17/2025	P - Plumbing	1400 RICKEY RD	DALES PLUMBING	REPLACE EXISTING	0	0	\$54.50

20250792	7/17/2025	P - Plumbing	230 N BROADWAY	JIMMY'S PLUMBING	REMODEL	0	0	\$54.50
20250791	7/17/2025	B - Storm Shelter	2300 CROOKED OAK CT	GROUND ZERO SHELTERS CO	NEW INSTALLATION	4,845	32	\$29.50
20250790	7/17/2025	E - Paving / Grading	3715 N KICKAPOO AVE	LANDES ENG	NEW INSTALLATION	0	0	
20250789	7/17/2025	E - Water Modification / Extension	3715 N KICKAPOO AVE	LANDES ENG	NEW INSTALLATION	0	0	
20250788	7/16/2025	B - Storm Shelter	1825 W MIDLAND	STORM SAFE SHELTERS	NEW INSTALLATION	2,550	21	\$29.50
20250787	7/16/2025	F - Fire Alarm / Smoke Control System	1408 N HARRISON AVE	FIRETROL PROTECTION SYSTEMS	PANEL UPGRADE	0	66	\$105.82
20250786	7/16/2025	E - Electrical	1400 E MAIN	RETHFORD ELECTRIC	CONTROLLER RE-WIRE	0	0	
20250785	7/16/2025	F - Exhibit / Tradeshow	1700 W INDEPENDENCE ST	G & S PROMOTIONS		0	0	\$54.50
20250784	7/15/2025	M - Mechanical	2117 N BROADWAY	ACOCK CLIMATE CONTROL	REMODEL	0	0	\$54.50
20250783	7/15/2025	E - Electrical	619 W AYRE ST	FULL SPEED ELECTRIC	NEW INSTALLATION	0	0	\$54.50
20250782	7/15/2025	E - Electrical	2600 RALEY DR	JACKSON MECHANICAL	NEW SERVICE	0	0	\$154.50
20250781	7/15/2025	E - Electrical	2323 N HARRISON AVE	ADVANCED ELECTRIC	REMODEL	0	0	\$54.50
20250780	7/15/2025	M - Mechanical	1324 N BROADWAY AVE	ADVENT MECHANICAL	CHANGE OUT	0	0	\$84.50
20250779	7/15/2025	M - Mechanical	4836 N KICKAPOO	CLIMATE PROS LLC	CHANGE OUT	0	0	\$804.50
20250778	7/15/2025	P - Plumbing	1603 PECAN CROSSING DR	ADVENT PLUMBING	CHANGE OUT	0	0	\$54.50
20250777	7/14/2025	P - Plumbing	505 POOL PLACE	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$54.50
20250776	7/14/2025	B - Accessory Structure	2 N GILPIN AVE	STORM SAFE	NEW INSTALLATION	4,475	24	\$29.50
20250775	7/14/2025	O - Paving Cut and Boring	1336 N HARRISON AVE	CODE RED UNDERGROUND	ROAD BORE	0	0	
20250774	7/14/2025	E - Electrical	1927 E WALNUT	LARRISON ELECTRICAL SERVICES	NEW INSTALLATION	0	0	\$54.50

20250773	7/14/2025	M - Mechanical	6 E MACARTHUR ST	SUNBELT HEATING AND AIR INC	CHANGE OUT	0	0	\$204.50
20250772	7/14/2025	M - Mechanical	127 N MINNESOTA	SUNBELT HEATING AND AIR INC	REPLACE EXISTING	0	0	\$54.50
20250771	7/14/2025	B - Flood Plain	3900 N UNION	MEEK DEVELOPMENT LLC		0	0	\$125.00
20250770	7/14/2025	O - Land Disturbance	3900 N UNION	MEEK DEVELOPMENT LLC	Land Disturbance	0	0	\$50.00
20250769	7/14/2025	M - Mechanical	20 OSAGE	SPARKS HEAT AND AIR	NEW SYSTEM	0	0	\$74.50
20250768	7/14/2025	P - Plumbing	2117 N BROADWAY	GLENN SEIDL PLUMBING	MISCELLANEOUS	0	0	\$54.50
20250767	7/14/2025	P - Plumbing	650 N BROADWAY	DALES PLUMBING	REPLACE EXISTING	0	0	\$54.50
20250766	7/14/2025	P - Well	16404 ARCHERY RANGE RD	BARKSDALE WELL SERVICE	REPLACE EXISTING	0	0	\$100.00
20250765	7/14/2025	F - Operational Permit	1700 W INDEPENDENCE ST	N R MCCLAIN dba BORN FREE LEAP'N LIONS RV CLUB	OPERATIONAL PERMIT	0	0	\$54.50
20250764	7/11/2025	O - Boat Dock	15492 PATTERSON RD	HARRISON CONSTRUCTION	NEW CONSTRUCTION	48,000	660	\$29.50
20250763	7/11/2025	E - Electrical	2117 N BROADWAY	PROCRAFT ELECTRICAL SEVICES	BCW	0	0	\$54.50
20250762	7/11/2025	B - Commercial - Remodel	313 N UNION	CLAYTON VANBUSKIRK	REMODEL	11,800	68	\$29.50
20250761	7/10/2025	O - Paving Cut and Boring	1902 N HARRISON AVE	ARIAS UTILITY LLC	ROAD BORE	0	0	
20250760	7/10/2025	O - Paving Cut and Boring	1902 N HARRISON AVE	ARIAS UTILITY LLC	BORE	0	0	
20250759	7/10/2025	M - Mechanical	1 W 10THST	SPARKS HEAT AND AIR	NEW SYSTEM	0	0	\$84.50
20250758	7/10/2025	P - Plumbing	916 E WHITTAKER	STANFIELD PLUMBING	REPIPE AND GAS METER RESET	0	0	\$54.50
20250757	7/10/2025	M - Mechanical	33991 LAKE RD	GATLIN MECHANICAL	NEW INSTALLATION	0	0	\$54.50
20250756	7/10/2025	O - Demolition and Moving	2217 N IONE	MIDWEST WRECKING	DEMO	0	0	\$50.00

20250755	7/10/2025	B - Residential - New	6205 BUCKHORN TRL	GREG BROWN	NEW CONSTRUCTION	280,000	2,250	\$1,462.63
20250754	7/9/2025	P - Plumbing	127 N MINNESOTA	J-FIVE INC	REMODEL	0	0	\$429.50
20250753	7/9/2025	B - Flood Plain	4731 N UNION	UNION STREET APARTMENTS, LLC	FLOODPLAIN	0	0	\$125.00
20250752	7/8/2025	PC - Plat - Preliminary	4731 N UNION	Donald Dillingham c/o Johnson & Assoc.	Preliminary Plat	0	0	\$404.00
20250751	7/8/2025	P - Plumbing	124 W HIGHLAND	LINN'S PLUMBING, LLC	REPLACE EXISTING	0	0	\$54.50
20250750	7/8/2025	E - Electrical	230 N BROADWAY	MCM ELECTRICAL LLC	REMODEL	0	0	\$54.50
20250749	7/8/2025	E - Electrical	1611 SIR JAKE	ONPOINTE ELECTRIC	NEW INSTALLATION	0	0	\$54.50
20250748	7/8/2025	B - Residential - Remodel	1208 E HICKMAN	JIMMY EMMITT	REMODEL	15,000	1,325	\$286.06
20250747	7/8/2025	F - Fire Suppression	301 N KENNEDY	AUTOMATIC FIRE CONTROL		0	0	
20250746	7/8/2025	PC - Plat - Final	4731 N UNION	Donald Dillingham c/o Johnson & Associates	Final Plat	0	0	\$354.00
20250745	7/8/2025	PC - Zoning Change	NE/C OF N BRYAN AND FAITH	Rickey Crain c/o Landes Engineering	Rezoning	0	0	\$350.00
20250744	7/8/2025	M - Mechanical	711 E FEDERAL	RED HOT	CHANGE OUT	0	0	\$504.50
20250743	7/8/2025	E - Electrical	711 E FEDERAL	RED HOT	STEP UP TRANS	0	0	\$104.50
20250742	7/8/2025	M - Mechanical	1406 THOMPSON DR	A/C DOCTORS	CHANGE OUT	0	0	\$64.50
20250741	7/7/2025	E - Electrical	1106 N MINNESOTA	ACTS ELECTRIC LLC DBA MR ELECTRIC	100 AMP SERVICE	0	0	\$54.50
20250740	7/7/2025	F - Burn	33700 POST OFFICE NECK	KEITH CARPENTER	BURN PERMIT	0	0	\$29.50
20250739	7/7/2025	O - Sign	27 W MACARTHUR	SIGN FACTORY	EXISTING POLE. FACE CHANGE ONLY	2,400	44	\$50.00
20250738	7/7/2025	P - Plumbing	418 S PARK AVE	FRONTIER PLUMBING	CHANGE OUT / PRESSURE TEST	0	0	\$104.50
20250737	7/3/2025	B - Residential - Add On	2731 WOODLAWN CT	ALEX LEE / ROYCE CLEMONS	GARAGE ADD ON	65,000	504	\$111.60
20250736	7/3/2025	P - Plumbing	802 W MAIN ST	COWBOYS PLUMBING	WATER SERVICE / GAS DISTRIBUTION	0	0	\$54.50

20250735	7/2/2025	B - Residential - Remodel	120 W WALLACE ST	BALLGAME LLC	REMODEL	120,000	1,232	\$266.30
20250734	7/2/2025	E - Electrical	1805 N HARRISON	INTEGRATED ELECTRIC	NEW SERVICE / 200 AMP	0	0	\$54.50
20250733	7/2/2025	F - Burn	321 S MCKINLEY	PHIL BRANNON	BURN PERMIT	0	0	\$29.50
20250732	7/2/2025	B - Roof Redeck	19 GRANADA	EXTREME ROOFINGSOLUTIONS LLC	ROOF REDECK	0	0	\$54.50
20250731	7/1/2025	B - Storm Shelter	726 N BEARD	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION	5,900	35	
20250730	7/1/2025	O - Curb Cut, Driveway and Sidewalk	W 45TH ST	DAVIDSON CONCRETE	NEW INSTALLATION	0	0	
20250729	7/1/2025	P - Plumbing	1927 E WALNUT	LIBERTY PLUMBING & GAS	GAS LINE EXTENSION	0	0	\$54.50
20250728	7/1/2025	M - Mechanical	239 S MCKINLEY	HULL HEAT AND AIR LLC	MINI SPLIT	0	0	\$54.50
								\$36,559.82

Total Records: 116

8/1/2025



Project Payment Report

07/01/2025 - 07/31/2025

Payment Date	Name	Payment Type	Receipt #	Payment Amount
7/31/2025	EVC COMPANY, LLC DBA DYNAMIC EVC	IBX CC	4535	100.00
7/31/2025	ROBERT MURPHY	Check	4534	808.00
7/31/2025	LINCOLN LIQUEFIED GAS CO	Check	4533	75.00
7/31/2025	ZION SERVICES, LLC	Check	4532	75.00
7/31/2025	BANCFIRST	Check	4531	15.00
7/31/2025	BANCFIRST	Check	4530	15.00
7/31/2025	BANCFIRST	Check	4529	15.00
7/31/2025	BANCFIRST	Check	4528	15.00
7/29/2025	OKLAHOMA SEPTIC & CELLAR, LLC	Check	4527	75.00
7/29/2025	PANDA EXPRESS #2481	Check	4526	15.00
7/29/2025	KENNYCO ELECTRIC LLC	IBX CC	4525	75.00
7/29/2025	KOHL'S DEPARTMENT STORE INC - #1436	Check	4524	15.00
7/29/2025	JENNIFER SHARMA	Cash	4523	15.00
7/29/2025	B&T PAINTING	Cash	4522	25.00
7/29/2025	need inspection - SPARK BY HILTON	Check	4521	50.00
7/28/2025	LUCKY DAY HVAC	Check	4520	75.00
7/28/2025	GATLIN HEAT AND AIR	Check	4519	75.00

7/28/2025	GATLIN HEAT AND AIR	Check	4518	75.00
7/28/2025	HULL PLUMBING INC	Check	4517	75.00
7/28/2025	GREENWAY ELECTRIC INC	Check	4516	75.00
7/28/2025	PAUL E DAVIS	Check	4515	15.00
7/28/2025	GREGORY BERKEY	Check	4514	15.00
7/28/2025	SHAWNEE PITTSTOP	Check	4513	15.00
7/28/2025	DOLGENCORP, LLC	Check	4512	450.00
7/28/2025	DOLGENCORP, LLC	Check	4511	450.00
7/28/2025	DOLGENCORP, LLC	Check	4510	450.00
7/28/2025	DOLGENCORP, LLC	Check	4509	450.00
7/28/2025	QUICK CALL ELECTRIC, INC	Check	4508	75.00
7/28/2025	QUICK CALL ELECTRIC, INC	Check	4507	75.00
7/28/2025	PAULA BARNETT & KENNETH SMITH	Check	4506	808.00
7/28/2025	HOMETOWN FULL SERVICE ELECTRIC LLC	Check	4505	75.00
7/28/2025	DANA BROWNING	Check	4504	808.00
7/25/2025	KICKAPOO MARKET	Check	4503	450.00
7/25/2025	FRONTIER PLUMBING	Check	4502	75.00
7/25/2025	FRONTIER PLUMBING	Check	4501	75.00
7/24/2025	STANLEY & BARBARA MALSKE	Check	4500	808.00
7/24/2025	AIR CONDITIONING SERVICE INC	Check	4499	75.00

7/24/2025	SOLUTIONS ELECTRIC II LLC	IBX CC	4498	100.00
7/23/2025	MODERN OIL CO	Check	4497	450.00
7/23/2025	MODERN OIL CO	Check	4496	450.00
7/23/2025	MODERN OIL CO	Check	4495	450.00
7/23/2025	MACARTHUR KWICK STOP #12	Check	4494	450.00
7/23/2025	SPARKMAN BRO INC	Check	4493	450.00
7/23/2025	SPARKYS KWICK STOP	Check	4492	450.00
7/23/2025	SPARKMAN BRO INC	Check	4491	450.00
7/23/2025	SPARKMAN BROS INC	Check	4490	450.00
7/23/2025	O.L. SPARKMAN LP GAS, INC	Check	4489	450.00
7/23/2025	VIVINT SMARTHOME PROS	IBX CC	4488	50.00
7/23/2025	ALDI (TEXAS) LLC dba ALDI'S STORE #7	Check	4487	450.00
7/23/2025	JACKSON MECHANICAL	Check	4486	100.00
7/23/2025	PERSONAL PLUMBING	Check	4485	75.00
7/23/2025	PERSONAL PLUMBING	Check	4484	75.00
7/23/2025	COFFMAN TIRES PLUS	Check	4483	50.00
7/23/2025	ANYWHERE ELECTRIC LLC	IBX CC	4482	100.00
7/23/2025	J & J ELETRIC, A MAYS COMPANY	IBX CC	4481	100.00
7/23/2025	J & J ELETRIC, A MAYS COMPANY	IBX CC	4480	100.00
7/22/2025	VIVINT SMARTHOME PROS	IBX CC	4479	200.00

7/22/2025	ABUELITA'S MEXICAN RESTAURANT	Check	4478	450.00
7/22/2025	VIVINT SMARTHOME PROS	IBX CC	4477	400.00
7/22/2025	SPIRIT HALLOWEEN	IBX CC	4476	25.00
7/22/2025	needs inspection - SPIRIT HALLOWEEN	IBX CC	4475	50.00
7/22/2025	\$ - ARCADIA CONSTRUCTION	IBX CC	4474	75.00
7/21/2025	24/7 ELECTRICAL SERVICES	Check	4473	100.00
7/21/2025	CAROL LYNELL ARMSTRONG	Check	4472	25.00
7/21/2025	ALDI (TEXAS) LLC	Check	4471	15.00
7/21/2025	GREGORY & MARY BETH TREECE	Check	4470	808.00
7/21/2025	JAMES W ISBELL	Cash	4469	15.00
7/21/2025	JASON & CHLOE HUNTER	IBX CC	4468	15.00
7/18/2025	MR ELECTRIC	IBX CC	4467	100.00
7/17/2025	RIB CRIB BBQ INC	Check	4466	450.00
7/17/2025	IMMANUEL BAPTIST CHURCH	Check	4465	15.00
7/17/2025	BROADWAY LIQUOR STORE	Check	4464	905.00
7/16/2025	JACKSON MECHANICAL	IBX CC	4463	100.00
7/16/2025	HENRY E DAVIS	Cash	4462	808.00
7/16/2025	ROGERS MECHANICAL CONTRACTORS, LLC	Check	4461	75.00
7/16/2025	GROVE ELECTRICAL SOLUTIONS LLC	IBX CC	4460	75.00

7/15/2025	MIKE VINSON / KAYLA VINSON / ERIC VINSON / ASHLEE VINSON	Check	4459	808.00
7/15/2025	FULL SPEED ELECTRIC	IBX CC	4458	75.00
7/15/2025	SANTA FE CATTLE COMPANY	Check	4457	905.00
7/15/2025	IN AND OUT PLUMBING LLC	IBX CC	4456	75.00
7/15/2025	CLIMATE PROS LLC	IBX CC	4455	100.00
7/14/2025	SPARKS HEATING & AIR	Check	4454	75.00
7/14/2025	JAMES & VICKIE BUNDY	Check	4453	1,883.00
7/14/2025	DOMINO #27 / ELMER SMITH OIL CO	Check	4452	450.00
7/14/2025	DOMINO #23 / ELMER SMITH OIL CO	Check	4451	450.00
7/14/2025	BUTLER PLUMBING, INC	Check	4450	75.00
7/14/2025	PROCRAFT ELECTRICAL SERVICES	IBX CC	4449	100.00
7/14/2025	GLENN SEIDL PLUMBING	IBX CC	4448	75.00
7/11/2025	BELAIR ELECTRIC, LLC	Check	4447	75.00
7/10/2025	JK MORGAN CO	IBX CC	4446	75.00
7/10/2025	JAMES W ISBELL	Cash	4445	6.00
7/10/2025	GATLIN MECHANICAL	IBX CC	4444	100.00
7/9/2025	SHIREY ELECTRIC LLC	IBX CC	4443	100.00
7/9/2025	SOVEREIGN ELECTRIC, INC	IBX CC	4442	75.00
7/9/2025	CURTIS DOUGLAS	Check	4441	15.00
7/9/2025	SUNBELT HEAT & AIR CONDITIONING	Check	4440	75.00

7/9/2025	1133 FOOT MASSAGE	Cash	4439	50.00
7/8/2025	\$ - ONPOINT ELECTRIC	IBX CC	4438	100.00
7/8/2025	RED HOT	IBX CC	4437	100.00
7/8/2025	RED HOT	IBX CC	4436	100.00
7/7/2025	INTEGRATED ELECTRICAL LLC	IBX CC	4435	100.00
7/7/2025	HAC, INC dba HOMELAND STORE #196	Cash	4434	450.00
7/7/2025	\$ - JON MCDANIEL	Check	4433	15.00
7/7/2025	inactive - PAUL TAGUE	Cash	4432	50.00
7/3/2025	STEVEN & CYNTHIA PARSONS	Cash	4431	808.00
7/3/2025	GEAR HEAD GARAGE	Cash	4430	25.00
7/2/2025	SELECT SERVICE ELECTRIC	IBX CC	4429	75.00
7/2/2025	GLENDA WESTBROOK	Check	4428	25.00
7/2/2025	GEAR HEAD GARAGE	Cash	4427	50.00
7/2/2025	NAUTICAL NIBBLES	IBX CC	4426	25.00
7/2/2025	TYE MOORE ELECTRIC, INC	IBX CC	4425	75.00
7/2/2025	SHAWNEE BOWL	Check	4424	450.00
7/2/2025	KING ELECTRIC LLC	Check	4423	75.00
7/1/2025	PHOENIX ASIAN DINER	Check	4422	450.00
				25,503.00

Total Records: 114

8/1/2025



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

Date: August 18, 2025
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Budget amendments for Fiscal Year 2024 - 2025:

Background: A total budget amendment in the amount of \$3,504.50 should be considered.

Community Development Block Grant Fund – To reallocate from CDBG Fund to CDBG-CV ODOC expenditures posted to the wrong fund in FY25. The amount of the appropriation is as follows:

- \$3,504.50 – Other Contractual Services

Financial Impact: See attached budget amendment.

Attachments:

Staff Recommendation: Approval of budget amendment.

City of Shawnee
2024-2025 Budget Amendment
Community Development Block Grant 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
191	5-1410-51010			Regular Salaries	6,253.00	(3,504.50)	2,748.50
190	5-1420-53390			Other Contractual Services	50,000.00	3,504.50	53,504.50
					-	-	-
					-	-	-
					-	-	-
					56,253.00	-	56,253.00

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate expenses from fund 191 to fund 190 for FY 25.

Approved:

Mayor _____

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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 001 - Federal Grant - Emergency Management - To appropriate grant monies into Equipment & Parts & Supplies for expenditures in FY26.

Background: Federal Grant Revenue – Emergency Management receives a quarterly grant that can be used for anything except wages. City Staff is requesting the quarterly amount be used in FY26 for equipment parts and supplies. The amount of the appropriation is as follows:

\$7,500.00 – Equipment Parts and Supplies

Financial Impact: See attached budget amendment.

Attachments: 08-18-2025 - Federal grant Revenue - Emergency Management

Staff Recommendation: Approval of budget amendment.

**CITY OF SHAWNEE
2025-2026 BUDGET AMENDMENT
FEDERAL GRANT REVENUE**

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
001	41010			FEDERAL GRANT REVENUE	-	(7,500.00)	7,500.00
				Total	-	(7,500.00)	7,500.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0740-52240			EQUIPMENT PARTS & SUPPLIES		7,500.00	7,500.00
					-	-	-
					-	7,500.00	7,500.00

Approved by the City Commission this _____

Explanation of Budget Amendment:

To appropriate grant monies into Equipment & Parts & Supplies for expenditures in FY26 for Emergency Management.

Approved:

Mayor _____

Attest: _____

City Clerk _____

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



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

Date: August 18, 2025
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 001 - General Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: General Fund– To appropriate fund balance for expenditures in the FY26 budget. The amount of the appropriation is as follows:

- \$267,891.00– department purchase orders rolled over from FY25 to FY26
- \$577,669.96 – to appropriate fund balance for expenditures in FY26

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - PO Rollover - 001 Fund, 2025.08.18 - Department - 001 Fund

Staff Recommendation: To approve the budget amendment.

City of Shawnee
2025-2026 Budget Amendment
General 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
001	5-0110-53390			Other Contractual Services	-	3,256.00	3,256.00
001	5-0740-53390			Other Contractual Services	-	231,080.00	231,080.00
001	5-0940-53791			Beautification	70,000.00	23,940.00	93,940.00
001	5-0110-53390			Other Contractual Services	-	7,500.00	7,500.00
001	5-0210-53390			Other Contractual Services	4,600.00	2,115.00	6,715.00
					-	-	-
					74,600.00	267,891.00	342,491.00

Approved by the City Commission 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:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

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

**City of Shawnee
2025-2026 Budget Amendment
General 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
001	5-0750-53390			Other Contractual Services	-	3,997.98	3,997.98
001	5-0520-53780			Misc. Other Services & Charges	-	6,000.00	6,000.00
001	5-0110-53390			Other Contractual Services	-	393,000.00	393,000.00
001	5-0920-53550			Insurance	-	14,350.00	14,350.00
001	5-0610-52070			Ballistic Vests	-	18,750.00	18,750.00
001	5-0810-53510			Software Support Contracts	28,420.00	12,771.98	41,191.98
001	5-0110-53210			Electricity	43,000.00	12,000.00	55,000.00
001	5-0110-53200			Natural Gas	4,150.00	900.00	5,050.00
001	5-0920-53550			Insurance	-	14,350.00	14,350.00
001	5-0740-53400			Training Conferences	3,267.00	800.00	4,067.00
001	5-0210-52100			Fuel, Oil & Lubricant	-	750.00	750.00
001	5-0740-53390			Other Contractual Services	-	100,000.00	100,000.00
							-
					78,837.00	577,669.96	656,506.96

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate fund balance for expenditures in FY26.

Approved:

Mayor _____
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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 001 - General Fund - Parks Department - To appropriate grant monies into Other Contractual Services for expenditures in FY26 for the Parks Department.

Background: General Fund– To appropriate grant monies to Other Contractual Services for expenditure in FY26 for the Parks Department.

- \$50,000.00 – Other Contractual Services

Financial Impact: See attached budget amendment.

Attachments: 08-18-2025 - Tree Grant - Parks Department

Staff Recommendation: To approve the budget amendment.

**CITY OF SHAWNEE
2025-2026 BUDGET AMENDMENT
GENERAL 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
001	41010			FEDERAL GRANT REVENUE	-	50,000.00	(50,000.00)
				Total	-	50,000.00	(50,000.00)

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0740-53390			OTHER CONTRACTUAL SERVICIES	-	50,000.00	50,000.00
					-	-	-
					-	50,000.00	50,000.00

Approved by the City Commission this _____

Explanation of Budget Amendment:

To appropriate grant monies into Other Contractual Services for expenditures in FY26 for the Parks Department.

Approved:

Mayor _____

Attest: _____

City Clerk _____

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



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

Date: August 18, 2025
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 010 - Grant Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: Grant 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 appropriation is as follows:

- \$38,048.33 – department purchase orders rolled over from FY25 to FY26
- \$104,724.12 - to appropriate fund balance for expenditures in FY 26

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - PO Rollover - 010 Fund, 2025.08.18 - Department - 010 Fund

Staff Recommendation: To approve the budget amendment.

City of Shawnee
2025-2026 Budget Amendment
Grant 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
010	5-0740-53390			Other Contractual Services	-	38,048.33	38,048.33
							-
							-
							-
					-	-	-
					-	38,048.33	38,048.33

Approved by the City Commission 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:

Mayor _____
 Attest:

City Clerk _____

On Date _____

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

City of Shawnee
2025-2026 Budget Amendment
Grant 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
010	5-0620-54200			Capital Outlay - Buildings & Improvements	-	73,022.07	73,022.07
010	5-0620-52500			Other Materials & Supplies	20,000.00	14,347.00	34,347.00
010	5-1120-52500			Other Materials & Supplies	4,000.00	45.05	4,045.05
010	5-1120-51070			Contracted Salaries		15,460.00	15,460.00
010	5-1120-52500			Other Materials & Supplies		1,200.00	1,200.00
010	5-1120-53500			Software Purchases	-	650.00	650.00
					24,000.00	104,724.12	128,724.12

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26. Also, to use fund balance to set up in the department.

Approved:

Mayor _____

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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 190 - Community Development Block Grant - To appropriate funds from Fund 191 to Fund 190.

Background: Community Development Block Grant Fund – To appropriate from CDBG Fund to CDBG-CV ODOC expenditures. The amount of the appropriation is as follows:

- \$552.00 – Other Contractual Services

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - Department - 190 7.1.2025

Staff Recommendation: To approve the budget amendment.

City of Shawnee
2025-2026 Budget Amendment
Community Development Block Grant 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
191	5-1410-51010			Regular Salaries	6,440.00	(552.00)	5,888.00
190	5-1420-53390			Other Contractual Services	50,000.00	552.00	50,552.00
					-	-	-
					-	-	-
					-	-	-
					56,440.00	-	56,440.00

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate expenses from fund 191 to fund 190 for FY 26.

Approved:

Mayor _____

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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 301 - Capital Improvement Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: Capital Improvement 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 appropriation is as follows:

- \$555,896.78 – department purchase orders rolled over from FY25 to FY26
- \$160,697.69 - to rollover a budget that will be expended from FY25 to FY26

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - PO Rollover - 301 Fund, 2025.08.18 - Department - 301 Fund

Staff Recommendation: To approve the budget amendment.

**City of Shawnee
2025-2026 Budget Amendment
Capital Improvement 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
301	5-0640-54200			Capital Outlay-Bldgs & Imprv	1,500,000.00	54,393.65	1,554,393.65
301	5-0810-53190			Other Professional Services	80,000.00	11,625.00	91,625.00
301	5-0920-54200			Capital Outlay-Bldgs & Imprv	-	49,400.00	49,400.00
301	5-0920-54500			Capital Outlay-Equipment	320,000.00	290,179.27	610,179.27
301	5-0940-54200			Capital Outlay-Bldgs & Imprv	-	150,298.86	150,298.86
					1,900,000.00	555,896.78	2,455,896.78

Approved by the City Commission 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:

Mayor _____

Attest: _____

City Clerk _____

On Date _____

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

**City of Shawnee
2025-2026 Budget Amendment
Capital Improvement 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
301	5-0620-54500			Capital Outlay-Equipment	239,230.00	99,197.69	338,427.69
301	5-0620-51020			Capital Outlay-Equipment	338,427.69	61,500.00	399,927.69
					577,657.69	160,697.69	738,355.38

Approved by the City Commission 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:

Mayor _____
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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 302 - Street Improvement Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: Street Improvement 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 appropriation is as follows:

- \$55,100.00 – department purchase orders rolled over from FY25 to FY26
- \$5,840.00 – department purchase orders rolled over from FY25 to FY26
- \$5,669.19 – department purchase orders rolled over from FY25 to FY26
- \$158,355.00 – department purchase orders rolled over from FY25 to FY26

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - PO Rollover - 302 Fund

Staff Recommendation: To approve the budget amendment.

**City of Shawnee
2025-2026 Budget Amendment
Street Improvement 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
302	5-0810-54200			Capital Outlay-Bldgs & Imprv	-	55,100.00	55,100.00
302	5-0810-54810			Capital Outlay - Kickapoo St	-	5,840.00	5,840.00
302	5-0920-54800			Capital Outlay - Streets	4,605,462.00	5,669.19	4,611,131.19
302	5-0930-54500			Capital Outlay - Equipment	123,000.00	63,625.00	186,625.00
302	5-0930-54500			Capital Outlay - Equipment	186,625.00	94,730.00	281,355.00
					4,915,087.00	224,964.19	5,140,051.19

Approved by the City Commission 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:

Mayor _____
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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 303 - 2018 Capital Improvement Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: 2018 Capital Improvement 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 appropriation is as follows:

- \$1,198,091.75 - department purchase orders rolled from FY25 to FY26

Financial Impact: See attached budget amendments.

Attachments: 2025.08.18 - PO Rollover - 303 Fund

Staff Recommendation: To approve the budget amendment.

**City of Shawnee
2025-2026 Budget Amendment
2018 Capital Improvement 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
303	5-0720-54200			Capital Outlay-Bldgs & Imprv	1,939,303.00	1,112,395.40	3,051,698.40
303	5-0810-54200			Capital Outlay-Bldgs & Imprv	-	85,696.35	85,696.35
					-	-	-
					-	-	-
					1,939,303.00	1,198,091.75	3,137,394.75

Approved by the City Commission 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:

Mayor _____
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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 304 - American Rescue Plan Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: American Rescue Plan 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 appropriation is as follows:

- \$2,176,287.76 – department purchase orders rolled over from FY25 to FY26

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - PO Rollover - 304 Fund

Staff Recommendation: To approve the budget amendment.

City of Shawnee
2025-2026 Budget Amendment
American Rescue Plan 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
304	5-0810-54200			Capital Outlay - Buildings & Improvements	-	26,768.40	26,768.40
304	5-1040-54200			Capital Outlay - Buildings & Improvements	4,300,000.00	2,149,519.36	6,449,519.36
							-
							-
					4,300,000.00	2,176,287.76	6,476,287.76

Approved by the City Commission 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:

Mayor _____
 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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 350 - Aquatic Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: Aquatic 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 appropriation is as follows:

- \$24,095.08 – department purchase orders rolled over from FY25 to FY26

Financial Impact:

Attachments: 2025.08.18 - PO Rollover - 350 Fund

Staff Recommendation:

City of Shawnee
2025-2026 Budget Amendment
Aquatic 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
350	5-0960-53090			Repairs & Maintenance-Other	29,000.00	24,095.08	53,095.08
					-		-
					-	-	-
					-	-	-
					29,000.00	24,095.08	53,095.08

Approved by the City Commission 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:

Mayor _____
 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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 603 - Insurance Funds - Building Maintenance Vehicle - To appropriate insurance proceeds received for Building Maintenance Vehicle.

Background: Insurance Recovery - The Building Maintenance Department received money for a vehicle that was damaged. City Staff is requesting the money to be move to Repair & Maintenance - Vehicles. The amount of the appropriation is as follows:

- \$2,610.47 – Repair & Maintenance - Vehicles

Financial Impact: See attached budget amendment.

Attachments: 08-18-2025 - Insurance Proceeds - Building Maint Vehicle

Staff Recommendation: To approve the budget amendment.

**CITY OF SHAWNEE
2025-2026 BUDGET AMENDMENT
INSURANCE RECOVERY 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
603	48040			INSURANCE RECOVERY	132,958.38	(2,610.47)	135,568.85
				Total	132,958.38	(2,610.47)	135,568.85

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
603	5-4020-53040			REPAIR & MAINT - VEHICLES	-	2,610.47	2,610.47
					-	-	-
					-	2,610.47	2,610.47

Approved by the City Commission this _____

Explanation of Budget Amendment:

To appropriate insurance proceeds received for Building Maintenance Vehicle.

Approved:

Mayor _____

Attest: _____

City Clerk _____

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



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

Date: August 18, 2025
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 603 - Insurance Funds - Police Department - To appropriate insurance proceeds received for Police vehicle.

Background: Insurance Recovery– The City Police Department received money for a vehicle that was damaged. City Staff is requesting the money to be move to Capital Outlay – Buildings & Improvements. The amount of the appropriation is as follows:

- \$2,560.07 – Capital Outlay – Buildings & Improvements

Financial Impact: See attached budget amendment.

Attachments: 08-18-2025 - Insurance Proceeds - PD Vehicle

Staff Recommendation: To approve the budget amendment.

**CITY OF SHAWNEE
2025-2026 BUDGET AMENDMENT
INSURANCE RECOVERY 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
603	48040			INSURANCE RECOVERY	130,398.31	(2,560.07)	132,958.38
				Total	130,398.31	(2,560.07)	132,958.38

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
603	5-0620-54200			CAPITAL OUTLAY - BLDGS & IMPRV	6,950.00	2,560.07	9,510.07
					-	-	-
					6,950.00	2,560.07	9,510.07

Approved by the City Commission this _____

Explanation of Budget Amendment:

To appropriate insurance proceeds received for Police Vehicle.

Approved:

Mayor _____
Attest: _____

City Clerk _____

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



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

Date: August 18, 2025
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 603 - Insurance Proceeds - Pool and Cemetery - To appropriate insurance proceeds received from the April 2023 Tornado.

Background: Insurance Recovery – The City Cemetery and Pool received money for the April 2023 Tornado. City Staff is requesting to transfer the money to Capital Outlay – Buildings & Improvements. The amount for the appropriation is as follows:

- \$3,049.88 – Capital Outlay – Buildings & Improvements

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - Insurance Proceeds - 04.2023 Tornado

Staff Recommendation: To approve the budget amendment.

**CITY OF SHAWNEE
2025-2026 BUDGET AMENDMENT
INSURANCE RECOVERY 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
603	48040			INSURANCE RECOVERY	107,000.00	(3,049.88)	110,049.88
				Total	107,000.00	(3,049.88)	103,950.12

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
603	5-0960-54200			CAPITAL OUTLAY - BLDGS & IMPRV	-	2,204.54	2,204.54
603	5-0940-54200			CAPITAL OUTLAY - BLDGS & IMPRV	-	845.34	845.34
					-	-	-
					-	3,049.88	3,049.88

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate insurance proceeds received from the April 2023 Tornado for Pool and Cemetery.

Approved:

Mayor _____

Attest: _____

City Clerk _____

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



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

Date: August 18, 2025
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 603 - Insurance Recovery Fund - To appropriate fund balance for FY25
Encumbrances for which goods or services will be received or rendered in FY26.

Background: Insurance Recovery – To appropriate fund balance for expenditures in the FY26 Budget.
The amount of the appropriation is as follows:

- \$114,342.50 – department purchase orders rolled over from FY25 to FY26.
- \$162,934.88 – to rollover expenditures received in FY25 to expend in FY26

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - PO Rollover - 603 Fund, 2025.08.18 - Department - 603 Fund

Staff Recommendation: To approve the budget amendment.

City of Shawnee
2025-2026 Budget Amendment
Insurance Recovery 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
603	5-1010-54200			Capital Outlay - Buildings & Improvements	-	110,417.50	110,417.50
603	5-0120-54200			Capital Outlay - Buildings & Improvements		3,925.00	3,925.00
					-	-	-
					-	-	-
					-	114,342.50	114,342.50

Approved by the City Commission 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:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

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

City of Shawnee
2025-2026 Budget Amendment
Insurance Recovery 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
603	5-0620-54500			Capital Outlay - Equipment	-	133,634.88	133,634.88
603	5-1210-54200			Capital Outlay - Buildings & Improvements	-	29,300.00	29,300.00
					-	-	-
					-	-	-
					-	-	-
					-	162,934.88	162,934.88

Approved by the City Commission this _____

Explanation of Budget Amendment:

To appropriate fund balance for expenditures in FY26 budget.

Approved:

Mayor _____
 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: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Fund 706 - Donations Fund - To appropriate fund balance for FY25 Encumbrances for which goods or services will be received or rendered in FY26.

Background: Donations 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 appropriation is as follows:

- \$50.00 – Bingo Revenue - rollover from FY25 to use in FY26
- \$1,510.90 – Fitness Revenue - rollover from FY25 to use in FY26
- \$16.99 – Parks & Recreation Revenue - rollover from FY25 to use in FY26
- \$2,553.52 – Other Materials & Supplies - received the monies in FY25 and will expend in FY26

Financial Impact: See attached budget amendment.

Attachments: 2025.08.18 - Department - 706 Fund

Staff Recommendation: To approve the budget amendment.

City of Shawnee
2025-2026 Budget Amendment
Donations 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
706	44510			Bingo Revenue Account		50.00	50.00
706	44520			Fitness Revenue Account		1,510.90	1,510.90
706	44530			Parks & Recreation Account		16.99	16.99
							-
				Total	-	1,577.89	1,577.89

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
706	5-1122-52500			Other Material & Supplies	-	2,553.52	2,553.52
					-	-	-
					-	-	-
					-	-	-
					-	2,553.52	2,553.52

Approved by the City Commission 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:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

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

Community
Development
Department



222 N Broadway
Shawnee, OK 74801
405-878-1666
cosinspections@shawneeok.org

Shawnee Twin Lakes Cabin Site Leases Summary Report – For Renewals & Transfers

Date: 08/18/2025	License No.: 6849
Type:	<input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Transfer
Commission Meeting Date:	08/18/2025
Property Address	33712 Post Office Neck
Lake Site Location	Seck Tract Lot 4
Lease Dates	08/18/2025 - 08/18/2055
Lease Fee	\$808.00
Inspection Fee	\$75.00 Applicable: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lessee (Transfer To)	
Name(s)	James & Vickie Bundy
Address	7950 Banner Rd Lexington, OK 73051
Email	jbundy@aircastle.com; verchieflv@gmail.com
Phone	917.669.8674 / 405.820.6257
Current Lessee (Transfer From)	
Name(s)	Richard & Melissa Fair
Address	3416 Twelve Oaks Rd Oklahoma City, OK 73120
Email	duece175@aol.com; melissafairdesign@gmail.com
Phone	405.203.1305 / 405.323.2216
Inspection Information	
Inspection Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DEQ Report on File	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Septic	<input checked="" type="checkbox"/> Conventional <input type="checkbox"/> Aerobic
Last Inspected / Pumped	
Miscellaneous Comments	\$1000.00 Transfer Fee \$808.00 Lease Payment \$75.00 Inspection Fee
Fees Collected	\$1883.00



Cabin Site Lease

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

LEASE # 6849 TRACT NAME Seck LOT # 4

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease was made and entered into in duplicate this date of 08/18/2025 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

JAMES & VICKIE BUNDY,
7950 BANNER RD
LEXINGTON, OK 73051

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$808.00** dollars for **2025**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

33712 POST OFFICE

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply.

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed

an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rules or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house, or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance with City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject to the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by the lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division of other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.


IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.


CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART


PARTY OF THE SECOND PART



City Manager Department
222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Approval of Change Order No. 1 for Roof Repair at Shawnee Heart of Oklahoma Exposition Center.

Background: This change order increases the contract amount by \$29,300.00 and extends the contract time by 10 calendar days. The additional work includes multiple roof areas previously identified in insurance assessments but not included in the original bid documents for price considerations.

With the favorable pricing received through competitive bidding, staff requested the contractor to price repairs to these additional areas. The resulting cost is within the available budget, and completing the work now will address all known roofing needs in one project.

If approved, the revised contract total will be \$479,100.00.

Staff recommends approval of Change Order No. 1.

Financial Impact: \$29,300.00 from 010-5-0740-53390; Proj. No. EM-2023-0419-09

Attachments: CO1 - Expo Roof Repair

Staff Recommendation: Approval of the item.

CHANGE ORDER

ORDER NO. 1

DATE: 8/5/2025

AGREEMENT DATE: 6/25/2025

NAME OF PROJECT: Roof Repair at Shawnee Heart of Oklahoma Expo Center

CONTRACT NO.: EM-2023-0419-09

OWNER: City of Shawnee

CONTRACTOR: Next Level Roofing

The following changes are hereby made to the CONTRACT DOCUMENTS:

SEE ATTACHED CHANGE ORDER REQUEST

Justification:

Change to CONTRACT PRICE: \$ 29,300.00

Original CONTRACT PRICE: \$ 449,800.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER \$ 449,800.00

The CONTRACT PRICE Due to this CHANGE ORDER will be (increased) ~~(decreased)~~ by: \$ 29,300.00

The new CONTRACT PRICE including this CHANGE ORDER will be \$ 479,100.00

Change to CONTRACT TIME: 10 days

The CONTRACT TIME will be (increased) ~~(decreased)~~ by 10 calendar days.

The date for completion of all work will be September 25, 2025 (Date).

Approvals Required:

To be effective this Order must be approved:

Requested by: Skler Bates, Next Level Roofing

Recommended by: Frank Abbott, OVG

Ordered by: Seth Barkhimer, COS

Accepted by: Seth Barkhimer, COS

Skyler Bates
CONTRACTOR

(Signed)  _____

OWNER

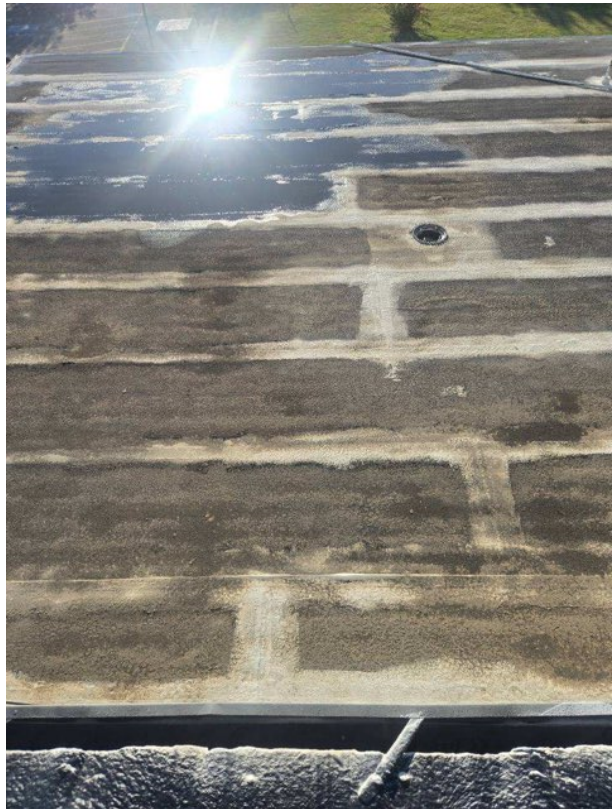
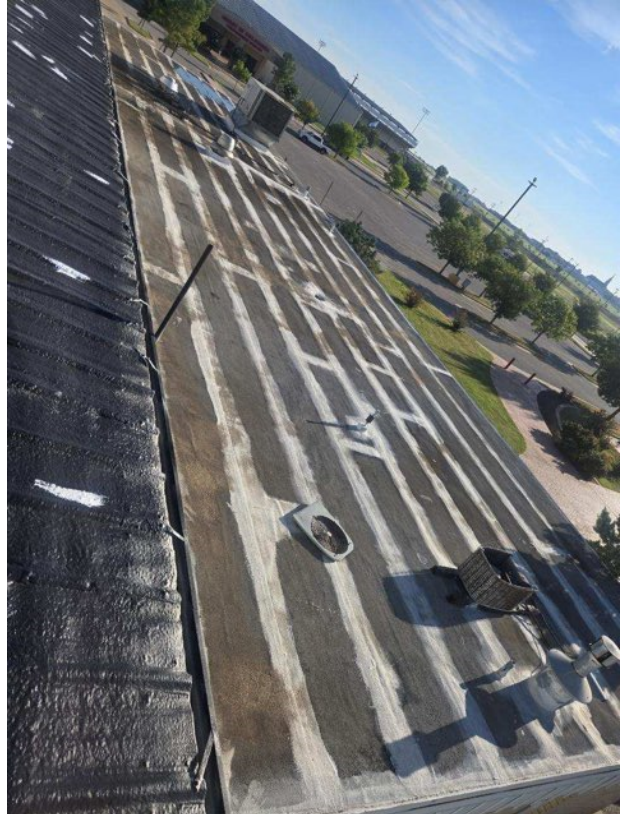
City Manager

City Engineer

Change Order #1:



Supplemental images of TPO roof East of Expo Barn





Emergency Management Department
912 E. Independence St.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Board of City Commissioners
From: Rachelle Erickson, Emergency Management Director
Subject: Approval of the purchase of a Mobile Command Trailer in compliance with the City of Shawnee's approved Capital Improvement Plan for 2026-2030.

Background: A Mobile Command Trailer will provide a place for responders to coordinate and command out of the elements while also carrying Emergency Management's new Polaris Ranger to areas where responders cannot get larger vehicles into. The generator, bathroom, and kitchenette will eliminate the sanitation problems that can arise while on the scene of an incident.

Financial Impact: \$85,000.00 approved in the City of Shawnee's Capital Improvement Plan 2025-2029

Attachments: EM Mobile Command trailer

Staff Recommendation: Staff recommends approval to purchase the Mobile Command Trailer

ON SALE! – 24' Command Response Trailer w/ Bathroom & Generator

\$85,000.00

SKU: 2201070 Category: [Mobile Command](#)

- [Trailer Details](#)

See details on this 24' **Aerodynamic Command Response Trailer** for sale from MO Great Dane / Total Trailers! We can customize it to fit your exact needs.

This is a 24 ft command response trailer with a total weight under 6,000 pounds. To target rust prevention, it has an all aluminum frame (no wood or steel in the construction); which creates a longer lasting trailer, with no rotting wood or rusting steel. This model includes the built-in Onan generator, kitchenette, bathroom, fold up desk, fold up bench seating, LED lighting, electric roll out awning, and much more. This model can be used to haul large items in the center with all the fixtures folded up. The desk/bench can then be folded down when ready to use.

In stock now: find this mobile command trailer on the lot at our St. Louis dealership:

<https://www.totaltrailers.com/tf/units/24-command-response-trailer-w-generator>

Fill out our [Contact Form](#) or call us at +1 (573) 545-3065 for additional details, freight quotes, or to discuss custom building of a similar trailer.











City Manager Department
222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Interim Assistant City Manager
Subject: Approval of the purchase of a used 2017 Kenworth T270 2000 gallon tank truck in the amount of \$65,500.00 from Stewart Wholesale, Inc. for utilization at the Heart of Oklahoma Exposition Center in compliance with the City of Shawnee's approved Capital Improvement Plan for 2026-2030.

Background: Staff recommends approval to purchase a used 2017 Kenworth T270 2,000-gallon tank truck from Stewart Wholesale, Inc. in the amount of \$65,500.00 for use at the Heart of Oklahoma Exposition Center. This acquisition is consistent with the City of Shawnee's approved 2026–2030 Capital Improvement Plan and will support operational needs at the facility.

Financial Impact: \$65,500.00 from 303-5-1210-54500; Proj. No. 26-1210-02

Attachments: Spec Sheet

Staff Recommendation: Approval of the item.

1-800-256-3779

WWW.STEWARTWHOLESALETRUCKSALES.COM

14707 VALLEY VIEW RD. SHAWNEE OK. 74804



STOCK NO.	M653
YEAR, BRAND & MODEL	2017 KENWORTH T270
COLOR	WHITE
WHEEL BASE & CAB TO AXLE	WB: 194 CA: 126
MOTOR	PX7 240HP
TRANSMISSION	ALLISON 2100 RDS
FRONT AXLE	10K
REAR AXLE SIZE & RATIO	16K RATIO: 5.29
SUSPENSION	AIR RIDE
WHEELS	ALUMN. 22.5
TIRES	295/75R22.5 90%
POWER STEERING	YES
AIR CONDITIONING	YES
MILEAGE SHOWN	307,429
BRAKES	AIR
TRUCK OR TRACTOR-EQUIPPED	TRUCK
CAB	FIXED
SEAT	AIR CAPTAIN
FUEL TANKS	75 G
SELLING PRICE	\$65,500.00
ADDITIONAL NOTES	2000G TANK, CENTRIFUGAL PUMP, 6 SPRAY HEADS.



City Manager Department
222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Consideration of a modification agreement with the Oklahoma Department of Transportation (ODOT) regarding the Grade, Drain, & Surface Kickapoo Street Project. State Job No. 32255(04).

Background: In June 2013, the City entered into an agreement with ODOT for the Kickapoo Paving Project from Spur to Farrall.

Amendment No. 1 modifies the original agreement to assign responsibility to the City for environmental mitigation of identified LUST sites, including hazardous waste testing, monitoring, and cleanup. ODOT will manage and contract the mitigation work, with costs invoiced to the City. The estimated cost for this work is \$308,098.83 and will be identified as J/P 33850(04).

Financial Impact: \$308,098.83 from 302-5-092-54800; Proj. No. 24-0920-30

Attachments: 32255(04) Mod 1 Pottawatomie Shawnee, Kickapoo St. Final. RW - Utility Meeting Minutes-06FEB2018, 3225504 Final RW-UT Meeting, Contamination info - Pott Kickapoo St. from Highland to Kickapoo Spur

Staff Recommendation: Approval of the item.

**AMENDMENT No. 1 TO PROJECT AGREEMENT 32255(04) BETWEEN
OKLAHOMA DEPARTMENT OF TRANSPORTATION AND
THE CITY OF SHAWNEE**

CITY OF SHAWNEE: GRADE, DRAIN,& SURFACE KICKAPOO STREET (US-270B):
FROM KICKAPOO SPUR, SOUTH 1.6 MILES TO SH-18

Project No.: SSP-263B(069)PM

State Job No.: 32255(04)

This Amendment represents a modification to the original Project Agreement for Job Piece No. 32255(04) between the City of Shawnee (CITY) and the Oklahoma Department of Transportation (DEPARTMENT) dated February 8,2016 Pursuant to Section 7 of the original Project Agreement, the terms of the original Project Agreement are modified in this Amendment No. 1. Therefore, the parties mutually agree to the amendments stated below.

A. Section 2 of the Project Agreement is amended as follows:

SECTION 2 ENGINEERING RESPONSIBILITIES

2.5 Environmental Mitigation for identified LUST sites shall be the responsibility of the **CITY**. The City of Shawnee will be responsible for hazardous waste testing, monitoring, and cleanup with the **DEPARTMENT** providing technical support and possible contracting mechanisms. Estimated cost for Environmental Mitigation is \$308,098.83 Environmental Mitigation for construction J/P 32255(04) will be identified as J/P 33850(04).

IN WITNESS WHEREOF, the Deputy Director of the **DEPARTMENT** or designee, pursuant to the authority vested by the Transportation Commission, has hereunto subscribed his name as Deputy Director of the **DEPARTMENT** and the **CITY** have each severally executed same pursuant to authority prescribed by law on the date of the last signature on the agreement modification.

CITY OF SHAWNEE

APPROVED AS TO FORM
AND LEGALITY

By _____
City Attorney

By _____
Mayor

By _____
Attest: City Clerk

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

Recommended for Approval

Approved As To Form And Legality

District 3 Engineer DATE

General Counsel DATE

APPROVED

Chief Engineer DATE



MEETING MINUTES

POE & ASSOCIATES, INC.

PROJECT: Kickapoo Street, Pottawatomie County; Shawnee, OK		WRITTEN BY: Matt Brown
PROJECT NUMBER: J/P 32255(04)	DESCRIPTION: Preliminary R/W & Utility Plan Field Review Meeting	DATE: 06Feb2018
<p>SUBJECT: Kickapoo Street Reconstruction from Farrall Street to Kickapoo Spur, Pottawatomie County; Shawnee, OK JP 32255(04) (Plans Dated: November 20, 2017)</p> <p>DATE: January 11, 2018</p> <p>TIME: 9:30 AM</p> <p>LOCATION: ODOT Headquarters SAPM Conference Room</p> <p>ATTENDEES: See Attendance List</p> <ul style="list-style-type: none"> Trent Hurst, ODOT Div. 3 Project Manager, initiated the meeting and stated the project is currently scheduled for a March ROW & Utility Plan submittal. A current letting date was set for November, 2018 but a 2019 letting is anticipated depending on right-of-way acquisition and utility relocation. The scope for this phase of the project was affirmed as follows: submit final R/W and Utility plans with cost estimates in March with the revisions discussed from the plan review. After Right of Way and Utility plan submission, the City will proceed with acquisition and utility relocation as soon as mapping and documentation has been provided to them. <p><u>Action Items</u></p> <ul style="list-style-type: none"> ODOT Project Management and Roadway Division will submit the Geotech reports completed in Phase I of the project to ODOT Pavement Design (Josh Randell) for pavement design verification. Poe will ensure that the proposed typical sections correspond with the finalized ODOT pavement design once completed. If additional copies of the Geotech report are needed, Poe can provide ODOT copies. Poe will contact ODOT once construction time is determined for the sequence of construction. Full Reconstruction and/or a Mill & Fill where appropriate was requested by the City of Shawnee in areas where widening of side streets are shown. Poe will put together a preliminary cost analysis for ODOT for an approximate cost of each option to help in a final decision. FOLLOWUP: Division 3 has commented that mill and overlay on the cross streets is preferred due to the waterlines under the roadway. In a meeting with the City of Shawnee after Preliminary ROW submittal, Poe has worked up a revised right of way layout based on the recommendations provided in said meeting. The general recommendation was to minimize proposed right of way and utilize permanent and temporary easements. Poe is revising the plan sheets to include the revised right of way layouts and will distribute them to ODOT and the City for review prior to the Final ROW submission. FOLLOWUP: Poe has submitted the Revised ROW plans to the City of Shawnee and ODOT ROW and is awaiting comments for Final ROW submittal. Poe and the City of Shawnee will continue coordination with Jim Hatt, ODOT Railway Division, regarding design issues and any necessary permitting required for the waterline crossing and right of entry agreements at the railroad crossing. FOLLOWUP: Poe has corresponded with Mr. Hatt and preliminary coordination has been initiated with the OK-AR Railroad. Plan Notes were received by Poe and will be implemented in future plan sets. ODOT will be drafting a financial agreement between ODOT and the City of Shawnee for any environmental work required on the project. 		

These Meeting Minutes are not intended to be taken as a literal, verbatim transcription of the meeting. They do represent, to the best of our knowledge, a faithful record of the substance all noteworthy communications. The reader is requested to notify the author in writing of any significant errors or omissions within seven days of receipt. The absence of such notification will be taken as the reader's concurrence.

General Items

- Poe verified that the geotechnical report has been completed and submitted to ODOT and the City of Shawnee during the Phase I portion of the project. Poe commented that the current pavement design shown in submitted plans were recommendations found in the geotech report and match the typical sections from recently constructed projects within the corridor. Project Management and/or Roadway Division will send geotech reports to Josh Randell (ODOT Pavement Design) for a final pavement design. Poe will ensure that proposed typical sections correspond with the finalized ODOT pavement design when received.
- ODOT Environmental Division has identified several LUST sites that may be impacted by the project. ODOT will be drafting a financial agreement between ODOT and the City of Shawnee to handle any environmental work necessary. The City of Shawnee will be responsible for paying for the hazardous waste testing, monitoring, and cleanup with ODOT Environmental providing technical support and possible contracting mechanisms to perform the work, but shall not include the funding.
- It was affirmed that the City of Shawnee will be responsible for utility relocation and right of way acquisition. Proposed right of way and easements will be purchased and owned by the City of Shawnee. Right of Way mapping and documentation will be provided to the City for acquisition purposes.
- Poe and ODOT confirmed that Lighting and Signalization will be performed under a separate task order. The current plan set has preliminary light fixture locations shown on the plan sheets. Once light fixtures have been designed, fixture locations may be repositioned based on the proposed fixture specifications. ODOT Traffic expressed their preference for LED lighting.
- ODOT Division 3 requested that Poe contact ODOT once construction time is determined based on the sequence of construction. ODOT wants to communicate with the public to avoid issues in previous projects on the Kickapoo Street corridor.
- Temporary R/W will be reviewed and labeled based on if the required R/W is needed for Construction or Driveway purposes. Temporary Drive Easements will extend to the end of the drive in accordance to ODOT driveway conventions. A 5' buffer area between the end of the drive and the temporary drive easement will not be included.
- Poe will coordinate with Jim Hatt, ODOT Railway Division, to coordinate the necessary permitting required for the waterline crossing and right of entry agreements at the railroad crossing. Topics for railroad coordination include a design review for proposed signalization, rail grade changes at the crossing, proposed signing and striping, proposed sidewalks at the crossing, and other general design component review.

Plan Comments

Title Sheet

- Title Sheet, Sheet 1: Traffic Data will be updated to 2018 and a 2% growth rate will be applied.
- Title Sheet, Sheet 1: Federal Aid project no. will be changed to a State Aid number. The current number used will be J3-2255(004) until a substituted number is provided by ODOT nearer to letting.
- JP number will be changed to 32255(04) and reflected on all sheets.

Typical Section

- Typical Sections, Cementitious Stabilized Subgrade will be revised to Stabilized Subgrade. This was to ensure that the additive is included in the pay item and testing is under the responsibility of the contractor.
- Full Reconstruction and/or a Mill & Overlay section on cross streets with proposed widening was requested by the City of Shawnee. Poe will provide a preliminary cost analysis to ODOT and the City for an approximate cost of each option to help in a final decision.
- A pipe underdrain detail is shown on Sheet 8 of the Typical sections. Lateral headwall details were requested by Division 3 if any pipe underdrain is to be daylighted. Plan notes will be included to specify that the intent is a closed system and the pipe underdrain is to drain to proposed structures.
- Stamped Concrete was requested by the City of Shawnee at the signalized intersections (Highland St., St. Benedict Ave. and Main Street Roundabout) and is to match aesthetic patterns found through the Kickapoo corridor. Poe will show the stamped concrete pattern in plan and detail sheets.

Plan and Profile Sheets (with ROW)

- Poe stated that after the submittal of the Preliminary ROW Plans, a meeting with the City of Shawnee was undertaken to review the proposed right of way in the plan set. At that time, the City requested that proposed right of way be minimized as much as possible. To accomplish this, Temporary Construction Easements and Perpetual Utility Easements are to be utilized where possible.

Under the submission plans for the Phase I portion, construction toes were to be within proposed ROW. ODOT Right of Way Division stated that since the City was purchasing right of way under the City's ownership, there was no objection to the use of easements to minimize proposed right of way. ODOT did request a review of any right of way revisions prior to final ROW plan submittal.

Poe has worked up a revised right of way layout based on the City's recommendations. Poe is completing the plan sheets to show the revised layout and will distribute them to ODOT and the City for review prior to the Final ROW submission.

- Proposed ROW and easements in the areas of OH Electric will be reviewed to ensure adequate spacing to meet the requirements for OH Electric.
- Caution Notes will be removed for existing utility crossings per the request from ODOT Project Management.
- A Utility Owner Information Block will be added to the first plan sheet.
- ODOT requested ample signage and striping be used in the modern roundabout to minimize driver confusion. ODOT requested that Poe review the pedestrian paths around the roundabout to ensure they meet recent design guidelines. ODOT Roadway sent some additional roundabout guides for references. Poe will review the proposed separator islands and crossings for pedestrians and ensure they meet design criteria.
- ODOT Division 3 requested an extension of the raised median island south of the Main Street modern roundabout of 100' past the railroad stop arm.
- ODOT Division 3 requested that the sidewalks adjacent to the right turn lanes into the modern roundabout from Kickapoo Street to Main Street and from Aydelotte St. to southbound Kickapoo Street use an 8" thickness. A thicker section would help to minimize any degradation from trailer truck turn movements that cause the vehicle wheels to jump up on the sidewalk.
- ODOT Traffic requested an extension of the raised median north of the roundabout be extended past the Ninth Street Intersection. The purpose of extending the island is to restrict left turn movements at Ninth Street into the modern roundabout. A consequence of this movement would mean that southbound Kickapoo traffic would have to traverse the roundabout to access Ninth Street. Poe will need to ensure that extending the island would not impede emergency vehicle access.
- Poe is in contact with ONG to retrieve gas atlases for the corridor. Abandoned Utility lines will be labeled in the plan view.
- A "+" and offset will be added to the R/W transition at approx. Sta. 78+75.00 Rt.

Waterline

- Waterline plans will be revised to show Ductile Iron Pipe at locations within close proximity to the properties identified as LUST sites.

Meeting was concluded at approximately 12:30 AM.

3.3 Environmental Contractor

A qualified Environmental Contractor hired by ODOT will perform the physical handling and disposal of contaminated materials as described in this CMMP, under the direction of the Environmental Specialist and ODOT. The duties and responsibilities of the Environmental Contractor shall include, but not necessarily be limited to, the following:

- Implementation of the CMMP under the direction of the Environmental Specialist;
- Provide appropriate equipment to handle contaminated materials;
- Management of contaminated materials per the CMMP;
- Disposal of contaminated soil per the CMMP;
- Documentation of disposal activities;
- Implementation of the Environmental Contractor's site health and safety plan;
- On-call services for emergency spill response;
- Provide necessary equipment to handle emergency response;
- Documentation of emergency response activities to new discoveries of contaminated materials;
- Provide documentation of disposal and/or emergency response activities to the Environmental Specialist;
- Coordinating all the above activities with ODOT, the Environmental Specialist, and the Construction Contractor to minimize impact to the construction project.

4.0 AREAS OF ENVIRONMENTAL CONCERN

The three AECs identified during the SSI are summarized below and in **Table 1**. The locations of each of these AECs are presented on **Figures 2 and 3**.

AEC-1

- The adjacent property to the east (Glass Action – 1125 N. Kickapoo St.) was identified as a historic underground storage tank (HIST-UST) site with a closed Oklahoma Corporation Commission (OCC) Petroleum Storage Tank Division (PSTD) Suspicion of Release (SOR) case and automotive service shop with petroleum impacted soil within 50 feet of the ODOT right-of-way (ROW).
- ENERCON installed two soil borings (ESB-06 and ESB-07) along the ODOT ROW adjacent to the Glass Action property. Soil samples were collected.
- **Hydrocarbon and chemical odors were observed in shallow (2 to 4 feet below grade surface [bgs]) and deep (4 to 12 feet bgs) intervals of ESB-06, respectively. Significant volatile organic vapors (VOVs) (greater than 25 parts per million [ppm])**

were measured in soil boring ESB-06 (8 to 12 feet bgs).

AEC-2

- The adjacent property to the east (Kwik Stop #32 – 737 N. Kickapoo St.) was identified as an operating petroleum storage tank (PST) site, with currently-in-use USTs from 1977 within 50 feet of the ODOT ROW. Other tanks were removed with no soil sample data.
- ENERCON installed three soil borings (ESB-13 through ESB-15) along the ODOT ROW adjacent to this property. Soil samples were collected.
- **Hydrocarbon odors were observed in the 2 to 6 feet bgs interval of ESB-14. Significant VOVs (greater than 20 ppm) were measured in soil borings ESB-14 (0 to 7 feet bgs) and ESB-15 (0 to 3 feet bgs). The highest levels of VOVs were measured in ESB-14 and ranged from 16.0 ppm (7 to 8 feet bgs) to 4,254 ppm (2 to 3 feet bgs).**
- **Concentrations of BTEX, GRO, and DRO in a shallow (2 to 3 feet bgs) soil sample collected from ESB-14 were greater than applicable regulatory screening levels. Benzene, ethylbenzene, and xylene were greater than the Environmental Protection Agency (EPA) Regional Screening Levels (RSLs) for the Industrial Soil receptor.**

AEC-3

- **Adjacent properties to the east (Kickapoo Market - 501 N. Kickapoo and Kwik Stop #29 - 421 W. Highland St.) were identified in the SSI as a potential AEC. Based on relatively current OCC data, VOVs may exist near the depth of the potential construction excavation activities in the area.**

Based on the environmental concerns identified, ENERCON recommended adding the following plan notes to construction plans:

- Monitoring for VOVs during subsurface construction activities within each AEC (AEC-1 through AEC-3).
- Soils within AEC-2 or AEC-3, if disturbed, should be screened for potential impact that could lead to a restricted use or disposal options of that soil.
- Soils near ESB-14, if disturbed, should be removed for proper disposal.

**Table 1
Contaminated Materials Management Plan Summary**

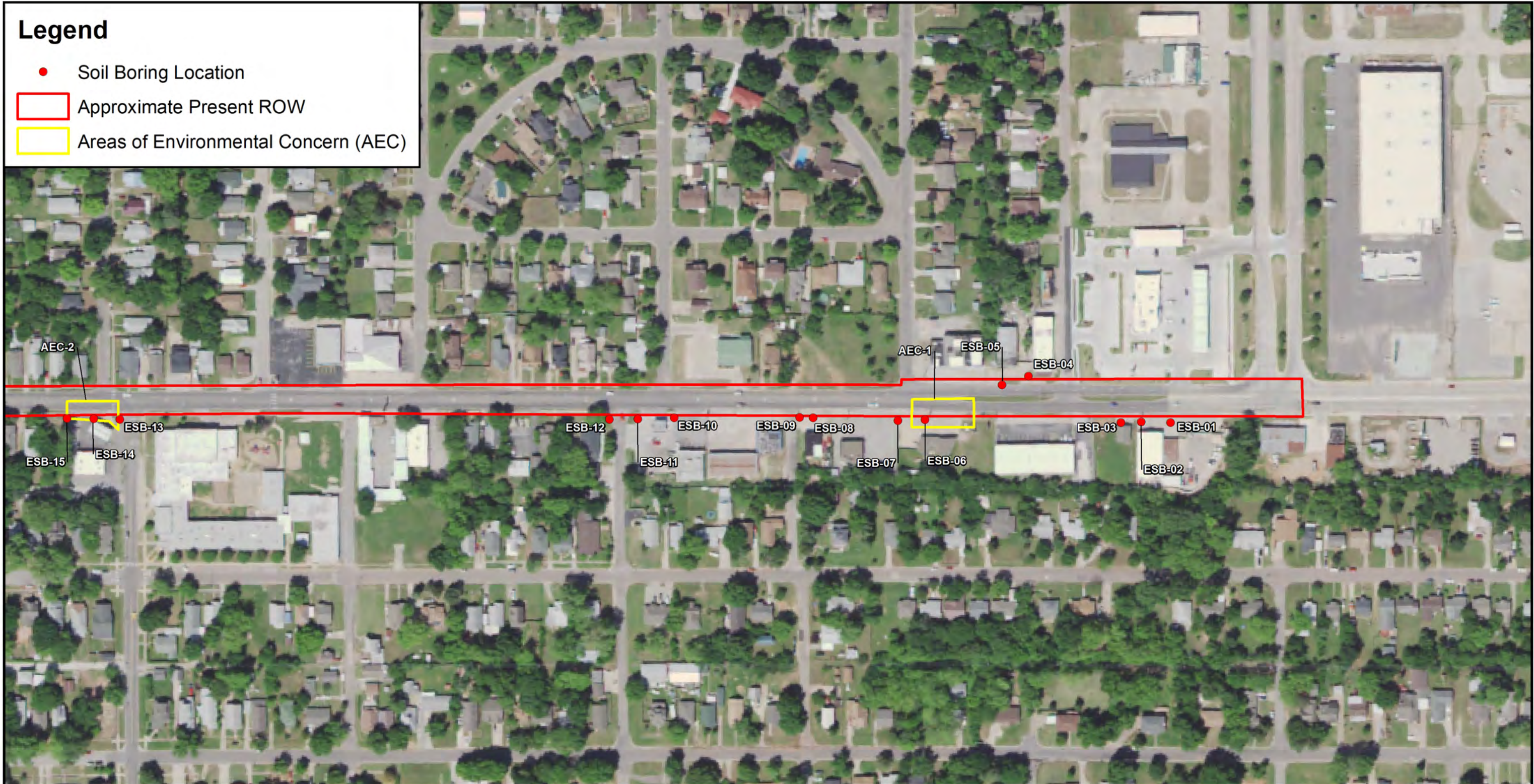
GRADE, DRAINING, AND SURFACING CONSTRUCTION PROJECT
U.S. HIGHWAY 270B, SHAWNEE, POTTOWATOMIE COUNTY, OKLAHOMA

AEC	Est. Disturbance Area (SY)	Est. Disturbance Volume (CY)	Description	Soil Characteristics	Groundwater Characteristics*	Monitoring and Management	See Figure
AEC-1	9	33	The adjacent property to the east (Glass Action – 1125 N. Kickapoo St.) was identified as a historic underground storage tank (HIST-UST) site with a closed Oklahoma Corporation Commission (OCC) Petroleum Storage Tank Division (PSTD) Suspicion of Release (SOR) case and automotive service shop with petroleum impacted soil within 50 feet of the ODOT right-of-way (ROW).	ESB-06 (2 - 4 feet bgs): hydrocarbon odors; ESB-06 (4 - 12 feet bgs): chemical odors; ESB-06 (8 - 12 feet bgs): VOVs greater than 25 ppm	Groundwater was not encountered within 12 feet bgs during the SSI. Based on information from monitoring wells in the area, groundwater may be encountered at approximately 20 to 30 feet bgs.	Worker-breathing zones - Monitor for VOVs, if VOVs greater than 25 ppm, stop-work; Excavated Soil - Screen VOVs and petroleum impact; Segregate soils with VOVs greater than 25 ppm or petroleum impact; collect samples for laboratory analysis; If COCs greater than regulatory levels, dispose off-site; If COCs are less than regulatory levels, re-use on-site. Accumulated Groundwater / Stormwater - screening by Environmental Specialist; Discuss disposal options with ODOT Environmental and collect samples accordingly.	2A
AEC-2	18	48	The adjacent property to the east (Kwik Stop #32 – 737 N. Kickapoo St.) was identified as an operating petroleum storage tank (PST) site, with currently-in-use USTs from 1977 within 50 feet of the ODOT ROW. Other tanks were removed with no soil sample data.	ESB-14 (2 -3 feet bgs): BTEX/GRO/DRO greater than regulatory levels. Benzene, ethylbenzene, and xylene greater than Industrial levels; ESB-14 (2 - 6 feet bgs): hydrocarbon odors; ESB-14 (2 - 3 feet bgs): VOVs = 4,254 ppm ESB-14 (0 - 7 feet bgs): VOVs greater than 25 ppm; ESB-15 (0 - 3 feet bgs): VOVs greater than 25 ppm.	Groundwater was not encountered within 12 feet bgs during the SSI. Based on information from monitoring wells in the area, groundwater may be encountered at approximately 20 to 30 feet bgs.	Worker-breathing zones - Monitor for VOVs, if VOVs greater than 25 ppm, stop-work; Excavated Soil - Screen VOVs and petroleum impact; Segregate soils with VOVs greater than 25 ppm or petroleum impact; collect samples for laboratory analysis; If COCs greater than regulatory levels, dispose off-site; If COCs are less than regulatory levels, re-use on-site. Accumulated Groundwater / Stormwater - screening by Environmental Specialist; Discuss disposal options with ODOT Environmental and collect samples accordingly.	
AEC-3	51	21	Adjacent properties to the east (Kickapoo Market - 501 N. Kickapoo and Kwik Stop #29 - 421 W. Highland St.) were identified in the SSI as a potential AEC. Based on relatively current OCC data, VOVs may exist near the depth of the potential construction excavation activities in the area.	According to an OCC Tier II Report, deep petroleum impact to soil. Little shallow soil data.	According to an OCC Tier II Report, petroleum impact to groundwater and free product. Groundwater may be encountered at approximately 20 to 20 feet bgs.	Worker-breathing zones - Monitor for VOVs, if VOVs greater than 25 ppm, stop-work; Excavated Soil - Screen VOVs and petroleum impact; Segregate soils with VOVs greater than 25 ppm or petroleum impact; collect samples for laboratory analysis; If COCs greater than regulatory levels, dispose off-site; If COCs are less than regulatory levels, re-use on-site. Accumulated Groundwater / Stormwater - screening by Environmental Specialist; Discuss disposal options with ODOT Environmental and collect samples accordingly.	
New Discoveries	NA	NA	NA	NA	NA	Worker-breathing zones - Monitor for VOVs, if VOVs greater than 25 ppm, stop-work; Excavated Soil - Screen as deemed applicable by Environmental Specialist; Segregate soils with VOVs greater than 25 pp, petroleum impact, or lead above Industrial levels; collect samples for laboratory analysis; If COCs greater than regulatory levels, dispose off-site; If COCs are less than regulatory levels, re-use on-site. Accumulated Groundwater / Stormwater - screening by Construction Contractor and/or Environmental Specialist; Discuss disposal options with ODOT Environmental and collect samples accordingly.	NA
TOTAL	78	102					

SY = estimated square yards based on utilities shown in ODOT plan and profile drawings
CY = estimated cubic based on utilities shown in ODOT plan and profile drawings

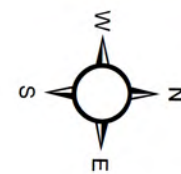
Legend

- Soil Boring Location
- ▭ Approximate Present ROW
- ▭ Areas of Environmental Concern (AEC)



Prepared for: Oklahoma Department of Transportation

Subject Property:
 Kickapoo Street (US Hwy. 270B) Grading, Drainage, and Surfacing Construction Project
 Section 13, T10N R3E
 Shawnee, Pottawatomie County, Oklahoma



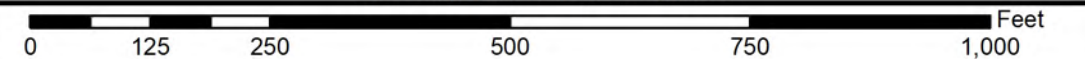
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Figure 2a: Site Map

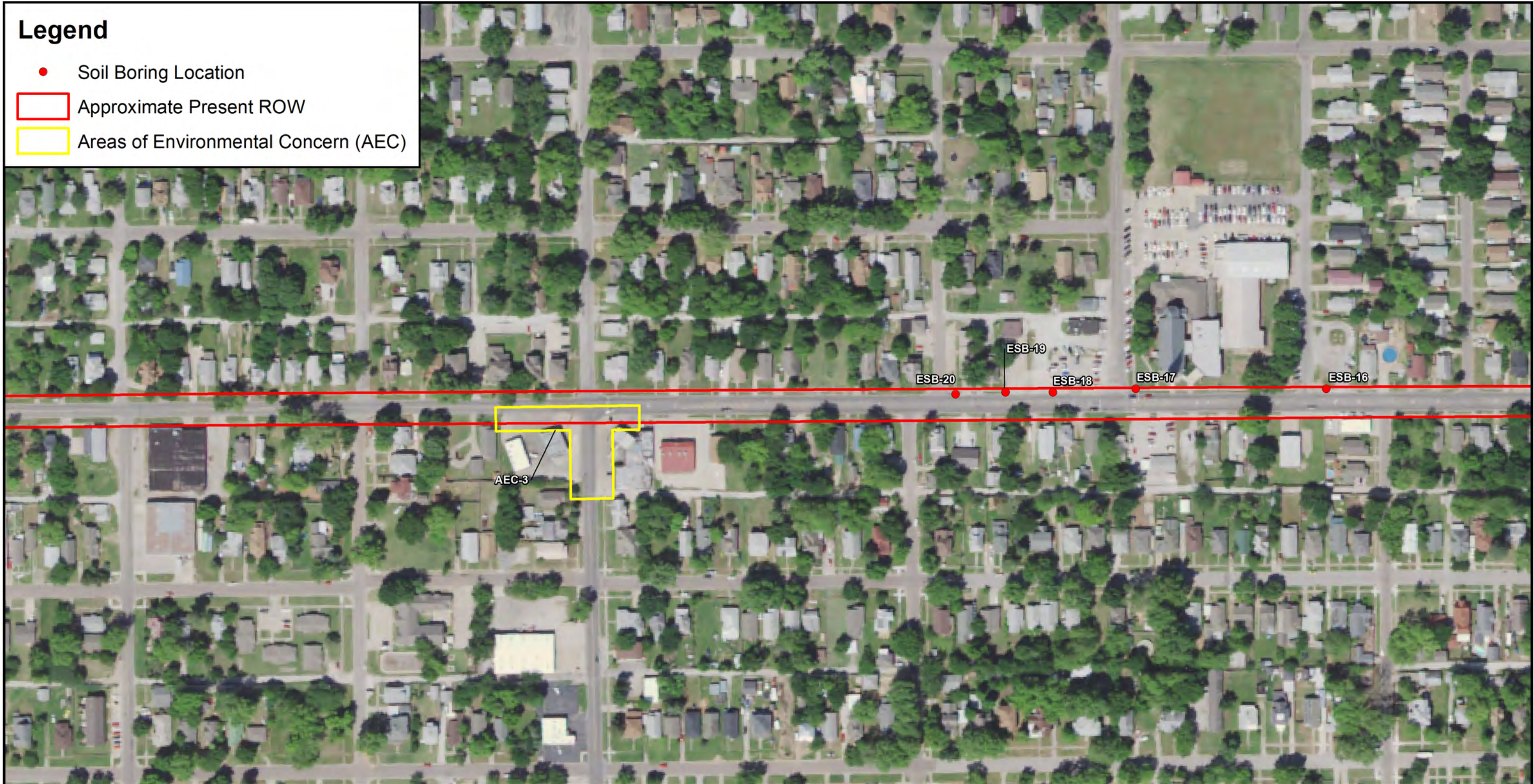
Source: 2017 USDA NAIP
 Pottawatomie County, Oklahoma

Prepared by: K. Gilmore; January 28, 2019



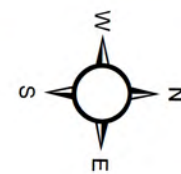
Legend

- Soil Boring Location
- Approximate Present ROW
- Areas of Environmental Concern (AEC)



Prepared for: Oklahoma Department of Transportation

Subject Property:
 Kickapoo Street (US Hwy. 270B) Grading, Drainage, and Surfacing Construction Project
 Sections 13 & 24, T10N R3E; Sections 18 & 19, T10N R4E
 Shawnee, Pottawatomie County, Oklahoma



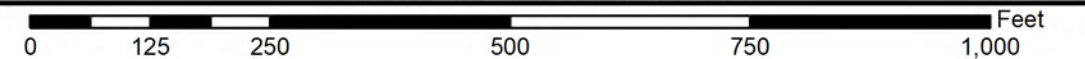
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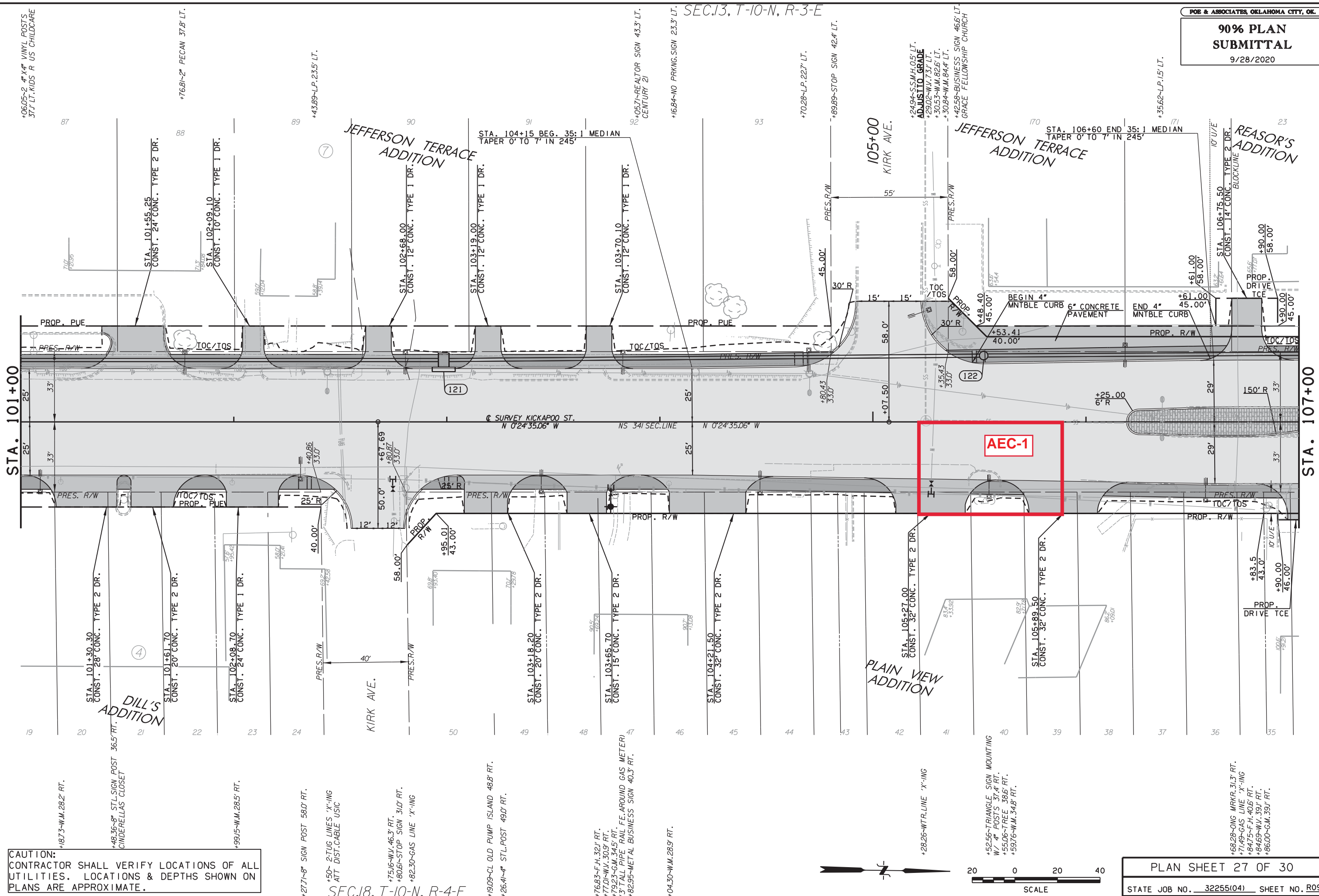


Figure 2b: Site Map

Source: 2017 USDA NAIP
 Pottawatomie County, Oklahoma

Prepared by: K. Gilmore; January 28, 2019





CAUTION:
CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UTILITIES, LOCATIONS & DEPTHS SHOWN ON PLANS ARE APPROXIMATE.

+06.05-2' 4" X 4" VINYL POSTS
37' LT. KIDS R US CHILDCARE

+187.3-W.M. 28.2' RT.

+48.36-8" STL SIGN POST 36.5' RT.
CINDERELLAS CLOSET

+99.5-W.M. 28.5' RT.

+176.81-2" PECAN 37.8' LT.

+43.89-L.P. 23.5' LT.

+27.71-8" SIGN POST 58.0' RT.

+50'-2 TUG LINES 'X'-ING
ATT. DIST. CABLE USIC

+75.16-W.V. 46.3' RT.
+80.61-STOP SIGN 31.0' RT.
+82.30-GAS LINE 'X'-ING

+19.09-CL OLD PUMP ISLAND 48.8' RT.
+26.41-4" STL POST 49.0' RT.

+76.83-F.H. 32' RT.
+77.01-W.V. 30.9' RT.
+79.23-G.M. 34.5' RT.
3" TALL PIPE 'RAIL' F.E. AROUND GAS METER
+82.95-METAL BUSINESS SIGN 40.3' RT.

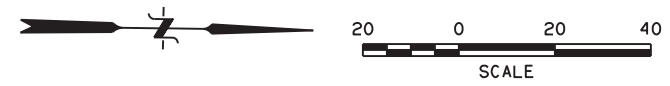
+04.30-W.M. 28.9' RT.

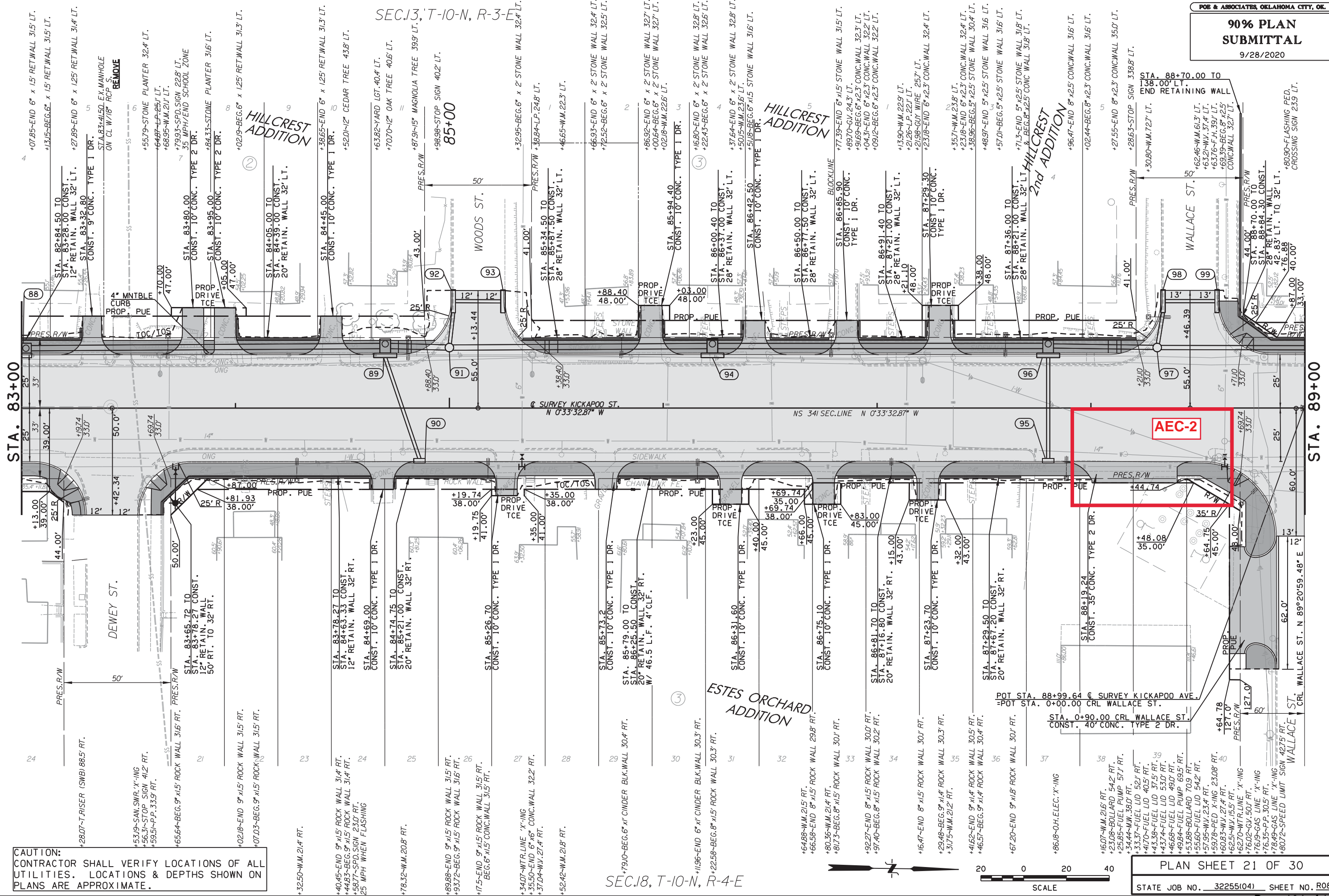
+24.94-SS.M.H. 0.5' LT.
ADJUST TO GRADE
+29.02-W.V. 7.3' LT.
+30.53-W.M. 8.26' LT.
+30.84-W.M. 8.4' LT.
+42.58-BUSINESS SIGN 46.6' LT.
GRACE FELLOWSHIP CHURCH

+28.26-WTR LINE 'X'-ING

+52.56-TRIANGLE SIGN MOUNTING
W/ 6" POSTS 37.4' RT.
+55.06-TREE 38.6' RT.
+59.76-W.M. 34.8' RT.

+68.28-ONG MRKR. 31.3' RT.
+71.49-GAS LINE 'X'-ING
+84.75-F.H. 40.6' RT.
+84.69-W.V. 39.1' RT.
+86.00-G.M. 39.1' RT.





CAUTION:
CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UTILITIES. LOCATIONS & DEPTHS SHOWN ON PLANS ARE APPROXIMATE.

PLAN SHEET 21 OF 30
STATE JOB NO. 32255(04) SHEET NO. R089



STA. 83+00

STA. 89+00

SEC.13, T-10-N, R-3-E

SEC.18, T-10-N, R-4-E

AEC-2

HILLCREST 2nd ADDITION

ESTES ORCHARD ADDITION

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HILLCREST ADDITION

85+00

STA. 88+70.00 TO END RETAINING WALL

+80.90-FLASHING RED CROSSING SIGN 23.9' LT.

+30.80-W.M.72.7' LT.

+27.55-END 8" x 2.3" CONC.WALL 350.0' LT.

+286.63-STOP SIGN 338.8' LT.

+57.01-BEG.5' x 2.5' STONE WALL 316' LT.

+48.97-END 5' x 2.5' STONE WALL 316' LT.

+38.96-BEG.5' x 2.5' STONE WALL 304' LT.

+23.18-END 6" x 2.3" CONC.WALL 324' LT.

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Emergency Management Department
912 E. Independence St.
Shawnee, OK 74801
ShawneeOK.org

Date: August 18, 2025
To: Board of City Commissioners
From: Rachelle Erickson, Emergency Management Director
Subject: Consideration of a resolution declaring certain items of personal property surplus and no longer needed for City purposes; describing said items; and authorizing the sale or disposal at the City's discretion. (Emergency Management).

Background: The three pieces of equipment listed were purchased in the early stages of response and recovery during the April 19, 2023 Tornado Disaster. The equipment is no longer needed or being utilized and will continue to require additional funds to keep them operational.

Financial Impact: None

Attachments: EM Surplus Draft Resolution

Staff Recommendation: Staff recommends approval to surplus the equipment.

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING SALE OR DISPOSAL AT THE CITY'S DISCRETION.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

That the items of personal property are described as:

- 1) 1985 Caterpillar Road Grader 130G Serial Number 7GB01239
Asset No. 5494
- 2) 1984 Caterpillar Road Grader 130G Serial Number 7GB00284
Asset No. 5496
- 3) 2000 International Bucket Truck 4700 VIN: 1HTSCABN41H378732
Asset No. 5495

Said property is hereby declared as City-owned property which is surplus and no longer needed for City purposes; that the City of Shawnee is authorized to sell or dispose of said items at the City of Shawnee's discretion.

PASSED AND APPROVED this 18th day of August, 2025.

ERIC STEPHENS, MAYOR

ATTEST:

LISA LASYONE, MMC, CITY CLERK



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

Date: August 18, 2025
To: Board of City Commissioners
From: Mark McLain, Deputy Fire Chief
Subject: Consideration of a resolution declaring certain items of personal property surplus and no longer needed for City purposes; describing said items; and authorizing the sale of said items to the Stroud Fire Department. (Fire Department).

Background: In accordance with the 2025 Capital Improvement Plan (CIP), the Fire Department purchased a new command vehicle, which was fully outfitted and placed into service on July 22, 2025. The 2017 Suburban is no longer needed for Shawnee Fire Department operations, and staff recommends that it be declared surplus.

Financial Impact: Revenue \$10,000 to 301-48090

Attachments: Stroud Letter, FD Surplus Draft Resolution

Staff Recommendation: Approval of the item

Country tranquility in the center of 2.3 million Oklahomans.

Stroud ★
The Place To Be...

www.cityofstroud.com

To whom it may concern,

The Stroud Fire Department is interested in purchasing the 2017 Chevrolet Suburban from the Shawnee Fire Department. This vehicle will greatly improve our response for the citizens of Stroud, Lincoln County, and many neighboring jurisdictions. We want to purchase the vehicle mentioned for 10,000 dollars and currently have a purchase order in place so the City of Shawnee can get the money to them asap once the purchase is approved. Thank you for the wonderful partnership and opportunity between our two agencies.

Thank you,

If you have any further questions, please let me know.

Brandon Morgan
Stroud Fire Department
Captain
479-430-3703

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS TO THE STROUD FIRE DEPARTMENT.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

That the item of personal property is described as:

1. 2017 Chevy Suburban
COS Unit No. 4865
VIN 1GNSKKKC2HR203265

Said property is hereby declared a City owned item that is surplus and no longer needed for City purposes. Pursuant to Ordinance No. 2702NS, which permits the City Manager to request Commission approval for the sale of surplus property in a manner that best serves the City, the City of Shawnee is authorized to sell said item to the Stroud Fire Department for Ten Thousand Dollars (\$10,000.00).

PASSED AND APPROVED this 18th day of August, 2025.

ERIC STEPHENS, MAYOR

ATTEST:

LISA LASYONE, MMC, CITY CLERK



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

Date: August 18, 2025
To: Board of City Commissioners
From: Mark Simpson, Interim City Manager
Subject: 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 June 16, 2025, City Commission Meeting.)*

Background: The City of Shawnee currently has two Tax Increment Financing (TIF) districts in place, with both located in or around the downtown area. When the two districts were established, a review committee was formed to review potential projects and monitor both expenses and revenues. The committee last met in 2017, with the following individuals noted as members of the committee:

Richard Finley
Melissa Dennis
April Grace
Marty Lewis
Beau Carter
Marilyn Bradford
Craig Walker
Casey Bell
Chris Harden
Tim Burg

Since some members of the TIF Review Committee are no longer living in the community, combined with no meetings since 2017, the city will need to re-establish the TIF Review Committee so that potential projects can be reviewed before coming to the City Commission for approval. This item, which was deferred from the May 22, 2025, meeting, provides the opportunity for the commission members to recommend and approve new members of the committee.

Financial Impact: None

Attachments: Findings and Recomm 10-24-2017, TIF Minutes 10-09-2017

Staff Recommendation: Select and approve members of the committee.

**FINDINGS AND RECOMMENDATION OF THE
SHAWNEE DOWNTOWN REVITALIZATION PROJECT AMENDMENT
REVIEW COMMITTEE**

After review of the proposed Amended and Restated Shawnee Downtown Revitalization Project Plan (“Project Plan”), the proposed extension of ad valorem Increment District No. 1, City of Shawnee, the proposed establishment of ad valorem Increment District No. 2, City of Shawnee, and such other information as deemed relevant, the Shawnee Downtown Revitalization Project Amendment Review Committee (“Review Committee”) makes the following findings and recommendation:

A. Findings Regarding Eligibility of the Proposed Project Area and Increment District

1. The proposed Project Area the existing Increment District No. 1, City of Shawnee (“Increment District No. 1”), and the proposed Increment District No. 2, City of Shawnee (“Increment District No. 2”) (Increment District No. 1 and Increment District No. 2, collectively, “Increment Districts”), are wholly within a state-designated enterprise zone and therefore meet the definition of an “enterprise area” under the Local Development Act (62 O.S. § 853(5)).
2. The level of investment, development, and economic growth desired by the City of Shawnee is difficult, but possible, within the proposed Project Area and Increment Districts if the provisions of the Local Development Act are utilized.
3. Tax increment financing is a necessary component in stimulating reinvestment in the proposed Project Area and Increment District.
4. Tax increment financing will be used to supplement and not supplant or replace normal public functions and services in the proposed Project Area and Increment Districts.
5. Tax increment financing will be used in conjunction with existing programs and efforts and other locally implemented economic development efforts.
6. The Project Plan emphasizes conservation, preservation, and rehabilitation.

B. Findings Regarding Financial Impact on the Affected Taxing Jurisdictions and Business Activities Within the Proposed Project Area and Increment District

1. As described in Section X of the Project Plan, the anticipated private development will generate tax increments sufficient to pay a substantial portion of the authorized project costs of the project proposed by the Project Plan. Without the Project Plan and Increment Districts, the development described in the Project Plan and the resulting increases in tax revenues would not occur.

- 2. The development anticipated by the project will not result in a measurable increase in demand for services by or in costs to the affected taxing jurisdictions.
- 3. The public revenue anticipated to result from the development described in the Project Plan includes increased tax revenue beyond the revenues being apportioned to pay project costs authorized by the Project Plan.
- 4. The economic benefits of the Project Plan for the affected taxing jurisdictions and the community as a whole offset the adverse financial impacts, if any, of the Project Plan on the affected taxing jurisdictions.
- 5. The aggregate impacts on the affected taxing jurisdictions and on business activities from implementation of the Project Plan are positive and include the achievement of the objectives set forth in Section IV of the Project Plan.

Resolution Recommending Approval

NOW, WHEREAS, the Review Committee has reviewed the proposed Project Plan and Increment Districts; and

WHEREAS, the findings of the Review Committee demonstrate that the proposed Project Area and Increment Districts meet the conditions for eligibility; and

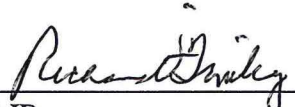
WHEREAS, the findings of the Review Committee demonstrate that the financial impacts on the affected taxing jurisdictions and business activities from implementation of the Project Plan are positive; and

WHEREAS, the findings of the Review Committee demonstrate that approval of the Project Plan by the City of Shawnee is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Shawnee Downtown Revitalization Project Amendment Review Committee that approval of the proposed Amended and Restated Shawnee Downtown Revitalization Project Plan, including extension of the ad valorem Increment District No. 1, City of Shawnee, and the creation of ad valorem Increment District No. 2, City of Shawnee, is hereby recommended.

ADOPTED by the Shawnee Downtown Revitalization Project Amendment Review Committee this ____ day of October, 2017, and **SIGNED** by its Chair.

APPROVED:



 CHAIR

I, Lisa Lasyone, Acting Secretary of the Shawnee Downtown Revitalization Project Amendment Review Committee, certify that the foregoing resolution was duly adopted at a special meeting of the Shawnee Downtown Revitalization Project Amendment Review Committee, held in the Board Room of the Greater Shawnee Chamber of Commerce, 231 North Bell Avenue in Shawnee, Oklahoma, on the 24th day of October, 2017; that said meeting was held in accordance with the Open Meeting Act of the State of Oklahoma; that any notice required to be given of such meeting was properly given; that a quorum was present at all times during such meeting; and that said resolution was adopted by a majority of those present.

Lisa Lasyone
ACTING SECRETARY



**Shawnee Downtown Revitalization Project Amendment Review Committee
Meeting Minutes from October 9, 2017**

AGENDA ITEM NO. 1: Call to Order

Chairperson Richard Finley called the meeting to order at 2:05 p.m.

AGENDA ITEM NO. 2: Introduction of Members and Roll Call

Members Present:	Richard Finley	Marilyn Bradford
	Melissa Dennis	Craig Walker
	April Grace	Casey Bell
	Marty Lewis	Chris Harden
	Beau Carter	

Members Absent: Tim Burg

AGENDA ITEM NO. 3: Consideration and appropriate action to approve the minutes of the September 26, 2017 special meeting of the Shawnee Downtown Revitalization Project Amendment Review Committee

A motion was made by Marty Lewis, seconded by Marilyn Bradford, to approve the September 26, 2017 Minutes. Motion carried 7-0-2

AYE: Finley, Dennis, Grace, Lewis, Carter, Bradford, Walker

NAY: None

ABSTAIN: Bell, Harden

AGENDA ITEM NO. 4: Presentation and discussion of the proposed Amended and Restated Shawnee Downtown Revitalization Project Plan, Eligibility Report, and Financial Impacts Report

City Manager Justin Erickson presented a map of the proposed Tax Increment Financing (TIF) boundaries. He then introduced Jeff Sabin who is with the Center for Economic Development Law.

Mr. Sabin presented a brief description of what a TIF district is and what it allows a city to do. He stated that a TIF district can be used in the following: (1) enterprise area; (2) historic preservation area; and/or (3) reinvestment area.

Mr. Sabin explained how many tax dollars the current TIF district generated and what it was able to accomplish. He also explained why it did not generate as many tax dollars as was initially expected.

Mr. Sabin then explained what the amended and restated Shawnee Downtown Revitalization Plan was. He explained the anticipated tax dollars generated and the proposed line items to be accomplished with the tax dollars.

After the presentation, the board discussed proposed recommendations. Marty Lewis suggested that a projected area be added to include the 45th and Leo Street area for a Shawnee Public School Elementary. Marilyn Bradford suggested the Pioneer Public Library be added for improvements. Melissa Dennis mentioned a project in front of the County Courthouse that she had previously discussed with Justin Erickson.

AGENDA ITEM NO. 5: Consideration and appropriate action to approve the Findings and Recommendation of the Shawnee Downtown Revitalization Project Amendment Review Committee

Staff recommended to defer this item in order for Staff to research the requested added improvements.

A motion was made by April Grace, seconded by Chris Harden, to defer Agenda Item 5 to the October 24, 2017 meeting. Motion carried 9-0

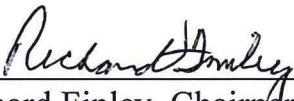
AYE: Finley, Dennis, Grace, Lewis, Carter, Bradford, Walker, Bell, Harden
NAY: None

AGENDA ITEM NO. 6: Future Meetings Schedule

Staff advised the Board that the next meeting is scheduled for October 24, 2017 at 11:00 a.m. in the Greater Shawnee Chamber of Commerce Board Room.

AGENDA ITEM NO. 7: Adjournment

There being no further business to be considered, the meeting was adjourned by the power of the Chair at 3:17 p.m.


Richard Finley, Chairperson



ATTEST:

Lisa Lasyone

Lisa Lasyone, CMC, Sr. Deputy City Clerk



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

Date: August 18, 2025
To: Board of City Commissioners
From: Petya Stefanoff, Interim Community Development Director
Subject: Public hearing regarding a request to amend the Planned Unit Development (PUD) restrictions for the Unity Medical Plaza.
Case No. PUD02-25 | Applicant: Saint Anthony Shawnee Hospital c/o Mission Energy Development LLC

Background: Unity Medical Plaza is located along the north side of West MacArthur Street, west of Kickapoo Street. The area is zoned under a Planned Unit Development with a base zoning of C-2 (Regional Commercial). The owner, St. Anthony Shawnee Hospital has authorized Mission Energy Development LLC to request a revision to the existing PUD to allow for Solar Panels to be installed in the northern undeveloped tract.

The Shawnee Airport is located directly to the West and across MacArthur Street to the Southwest, and is zoned I-1 (Light Industrial). To the East lies both C-1 (Local Commercial) and C-2 (Regional Commercial) zoning, and is the site of some apartments as well as the OBU sports fields. To the Southeast lies the main OBU campus, zoned C-1.

The proposed amendment aims to add "Utilities and Public Service Facility, Minor," to the list of allowed uses in the area to allow for Solar Panel installation on the northern undeveloped tract. The original PUD established the entire area to be used solely for medical offices and other related uses. Furthermore, the base zoning of C-2 would normally require a Conditional Use Permit (CUP) to allow the use in the area. A CUP allows a specific, singular use for a property, and can expire or be revoked. The PUD Amendment seeks to establish the described use as allowed by right under the PUD, which gives the applicant more freedom to decide timelines and details.

This item aligns with the Strategic Plan principle of Robust Economic Development.

Financial Impact: None

Attachments: PUD02-25 PC to CC Record of Action, CityShawnee-PC APPLICATION, PUD Amendment Request, Proposed PUD Amendment, PUD02-25 Notice to PUBLISH, PUD02-25 OWNERS Letter

Staff Recommendation: Staff recommends approval of the requested amendment.

RECORD OF ACTION

DATE: August 7, 2025

TO: Mayor and Board of City Commissioners -- City of Shawnee, OK

FROM: Diana Hood, City Planner

SUBJECT: Record of Action by Planning Commission

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CASE NO: PUD02-25

REQUEST: Consideration of a request to amend an existing Planned Unit Development (PUD) for the Unity Medical Plaza

Applicant: Saint Anthony Shawnee Hospital c/o Mission Energy Development LLC

Subject Property Address: A tract of land directly north of 3208 Medical Park Drive

Legal Description: BENEDICTINE HGTS. BEG 657.96'W & 33'N SE/C SW/4 OF SEC 1 T10N R3E N2621.87' TO THE N LINE OF SW/4 E661' S2312.12' W375.92' S310' W282.08' POB LESS 12.35AC PLATTED INTO UNITY MEDICAL PLAZA ADD(2009-2261).

Current Zoning: C-2 (Regional Commercial) with a PUD Overlay **Requested Zoning:** Same

Staff Recommendation: Approval as presented.

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Planning Commission Meeting Date: August 6, 2025

PC Recommendation: Approval as presented.

Conditions: None

Vote: 4 -- 0 -- 0

Members Present: 4

Members:	Motion	2 nd	Aye	Nay	Abstain	Comments
ALEXANDER		X	X			
PORTER			X			
JOHNSON						
REESE	X		X			
BARRETT(CHAIR)						
HAYES			X			
HEMBREE						

Planning Department Application Submittal Guidelines - City of Shawnee, OK

Community Development Department – 16 West 9th Street – 405-878-1672

Rezoning (RZ) – Conditional Use Permits (CUP) – Planned Unit Developments (PUD)

Applicants are strongly encouraged to speak with a member of the Planning Department staff **prior** to submitting an application. Please contact the Planning Department to schedule a time to discuss your application with a staff member. Initial meetings can be over the phone, virtual, or in-person. Follow-up phone calls and emails are welcomed.

Application packages shall be submitted to the Community Development Department **at least 30 days** prior to the Planning Commission meeting. Attached to these guidelines are a current Planning Commission meetings calendar and the corresponding due dates for application submittal.

The submittal package shall include **Application – Deed or Affidavit – Mailing List – Fees**

Application

The completed and signed application. Include the full legal description of the subject property as an electronic document typed in Microsoft Word. Incomplete or unsigned applications will not be accepted or will be returned.

Deed or Affidavit

A copy of the deed of ownership and a signed affidavit from the property owner explicitly giving permission for the public hearing for a rezoning is allowed on the subject property.

Mailing List

A mailing address list of all property owners located within a 300 foot radius of the perimeter of the subject property lines. Multi-family uses or treatment facilities rezoning requests require a radius of 1,320 feet and increased notice time. (*see next page*)

The certified list **must be obtained** from a registered, bonded abstract company or a licensed title insurance company. The cost of obtaining the list is the applicant’s responsibility.

Fees

The fees due with submittal are application and sign fees. Calls or emails to confirm are welcomed.

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Upon receipt, staff will review the submittal and contact the applicant with any questions.

In compliance with Oklahoma State Statute the notifications of a public hearing must be mailed, published, and posted not less than 20 days prior to the public hearing meeting date

- A notification of a public hearing shall be mailed to all property owners located within a 300 foot radius of the perimeter of the subject property lines. City staff will generate and mail the notification letters.
- A legal notice of a public hearing shall be published in a newspaper of general circulation in Shawnee. City staff will arrange for the publication.
- A sign announcing a public hearing shall be posted on the subject property by the City.

- The Planning Commission will hold a public hearing to review the rezoning/CUP/PUD request. The Planning Commission is a recommending body, so a recommendation of approval, approval with conditions, or denial will be forwarded with the application to the City Commission for review.
 - While not required, the applicant or a knowledgeable representative should plan to attend and speak at the public hearing. Legal representation is not needed.
- The City Commission will hold a public hearing and review the rezoning/CUP/PUD request along with the Planning Commission’s recommendation. If you do not attend the meeting, you may contact the Planning Department after the City Commission meeting for the final decision. The City Commission typically meets the third Mondays of each month at 6:00 p.m.

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- When a rezoning request is for multi-family or treatment facilities, and similar facilities
 - 11 O.S. 43-106 – “ In addition to the notice required in this subsection, if the zoning change requested permits the use of treatment facilities, multiple family facilities, transitional living facilities, halfway houses and any housing or facility that may be used for medical or nonmedical detoxification as these terms are defined pursuant to Section 3-403 of Title 43A of the Oklahoma Statutes, the entity proposing the zoning change shall mail a written notice within thirty (30) days of the hearing to all real property owners within one-quarter (1/4) of a mile where the area to be affected is located...”
 - ❖ This additional notification time will affect the due date for application submittal. The typical due date is 30-days prior to the scheduled Planning Commission meeting you wish to attend. For the uses listed pursuant to 11 O.S. 43-106, the submittal due date may be 60-days prior to the public hearing meeting. Community Development staff will confirm an application due date on a case-by-case basis.

Planning Applications Submittal Checklist

- _____ Meeting with Community Development Department staff member
- _____ Application – completed and signed
- _____ Electronic Copy of Legal Description
- _____ Certified list of property owners’ addresses obtained from a licensed abstract or title company
- _____ Deed or Affidavit – proof of ownership or signed permission for land use change application
- _____ Fees – The cost of the application and applicable fees are due at the time of submittal.

SSM Health St. Anthony Hospital
1102 W. MacArthur St, Shawnee, OK 74804
[email]
[phone number]
[date]

City of Shawnee Planning Commission
City Hall
16 W 9th Street
Shawnee, OK 74801

Subject: Request for PUD Amendment to Allow a Utility and Public Service Facility, Minor

Dear Members of the Shawnee Planning Commission,

This letter serves as a formal request to add an allowable use to the Planned Unit Development (PUD) for a portion of the property described below.

The original PUD for this property was approved for the previous owner, Unity Medical Plaza, on November 17, 2008, via Ordinance Number 2380NS. The property has since been acquired by SSM Health.

The property is legally described as:

BENEDICTINE HGTS. BEG 657.96'W & 33'N SE/C SW/4 OF SEC 1 T10N R3E N2621.87' TO THE N LINE OF SW/4 E661' S2312.12' W375.92' S310' W282.08' POB LESS 12.35AC PLATTED INTO UNITY MEDICAL PLAZA ADD(2009-2261).

The purpose of this amendment is to include "Utilities and Public Service Facility, Minor" as an allowable use to permit the construction and operation of an 875-kilowatt (kW) alternating current (AC) local solar energy farm. The proposed project will occupy approximately one (1) acre of the total 24.50-acre parcel.

The proposed solar installation is designed to directly serve the energy needs of the SSM Health St. Anthony Hospital Shawnee. The project is situated on the only available portion of the hospital's property suitable for such an installation, and the hospital will consume 100% of the electricity generated. No power will be exported to the local utility grid.

According to the City of Shawnee's zoning regulations, this project appropriately falls under the category of a **Utilities and Public Service Facility, Minor**. Our reasoning for this classification is as follows:

1. **Localized Service:** As a behind-the-meter project, the facility provides power directly to the hospital where it is generated. This reduces demand on the public grid and provides a clean, on-site energy source for a critical community institution.

2. **No On-Site Personnel:** The solar project will be automated and monitored remotely. It will not require regular employees to be stationed at the site, thereby generating no daily traffic.
3. **Negligible Impact:** The project is designed to be a quiet, clean, and passive operation. It will not produce noise, odors, dust, or light pollution that would impact surrounding properties. The low-profile design will ensure minimal visual disruption to the landscape.

We are confident that this solar project serves both the best interests of SSM Health and the City of Shawnee. It represents a significant investment in clean energy infrastructure that will reduce operational costs for the healthcare facility and help it better serve the community for years to come.

We have prepared a comprehensive site plan, proposed PUD amendment, and additional supporting documentation for your review, which we have included as part of this submission [including an FAA Determination of No Hazard regarding Shawnee Regional Airport]. We respectfully request your favorable consideration of this PUD amendment at your next available meeting.

Thank you for your time and consideration. We look forward to discussing this important project with you further.

Sincerely,

FIRST AMENDMENT TO THE DESIGN STATEMENT FOR THE UNITY MEDICAL PLAZA PLANNED UNIT DEVELOPMENT

AN ORDINANCE ADDING AN ALLOWABLE USE TO ORDINANCE NO. 2380NS, THE SAME BEING THE PLANNED UNIT DEVELOPMENT FOR UNITY MEDICAL PLAZA.

RECITALS:

WHEREAS, the City of Shawnee, Oklahoma, did approve Ordinance No. 2380NS on November 17, 2008, establishing the design statement and development regulations for a Planned Unit Development (PUD) known as Unity Medical Plaza; and

WHEREAS, at the time of the approval of said PUD, the owner of the subject property was Community Health Partners, Inc., d/b/a Unity Health Center; and

WHEREAS, SSM Health has subsequently purchased the property described in the PUD from Community Health Partners, Inc. and is the current owner; and

WHEREAS, SSM Health, as the current owner, desires to add to the PUD to incorporate additional permitted uses consistent with the needs of the medical campus; and

WHEREAS, the City of Shawnee adopted the Planning & Development: Article X. United Development Code on August 19, 2024, which defines certain land uses; and

WHEREAS, it is deemed to be in the best interest of the City of Shawnee to add to the Unity Medical Plaza PUD that minor utility and public service facilities are an allowable use.

ORDINANCE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHAWNEE, OKLAHOMA:

AMENDMENT OF USE AND DEVELOPMENT REGULATIONS

That the Unity Medical Plaza PUD, as established by Ordinance No. 2380NS, is hereby amended by modifying Section 8.1, "Use and Development Regulations," to read as follows (additions are underlined):

8.1 Use and Development Regulations

The use and development of this property shall be governed by C-2 zoning with the exception that no facility may be placed or constructed on this parcel which allows consumption of alcoholic beverage without appropriate conditions and review procedures for public hearings and action by the City Council.

Notwithstanding any other provision herein to the contrary, the use of "Utilities and Public Service Facility, Minor," as defined in the City of Shawnee Planning & Development: Article X. United Development Code as adopted on August 19, 2024, and as may be subsequently amended, shall be an allowable use within this PUD.

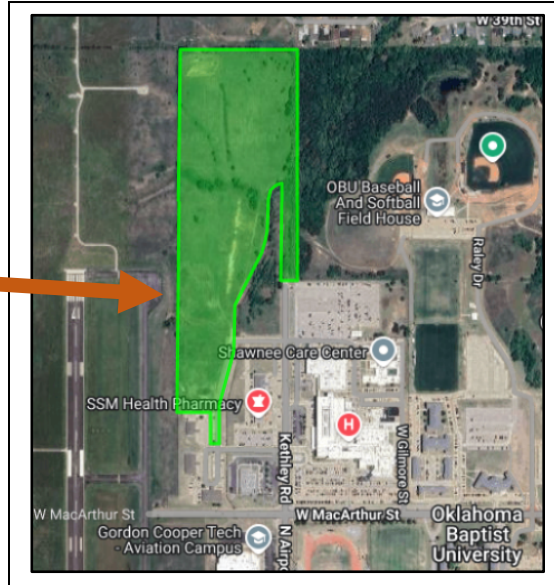
NOTICE OF PUBLIC HEARING
PUD Amendment Request (PUD02-25)

It is hereby noticed that the City of Shawnee Planning Commission will hold a public hearing on August 6, 2025, at 1:30 p.m. in the Commission Chambers at City Hall, 16 W. 9th St, Shawnee, OK. The City of Shawnee City Commission will hold a public hearing on August 18, 2025, at 6:00 p.m. in the Commission Chambers at City Hall. The Planning Commission and City Commission will consider a request (**PUD02-25**) to amend an existing Planned Unit Development (PUD) for a part of Unity Medical Plaza, for the tract of land directly north of 3208 Medical Park Drive, Shawnee, OK and described as:

BENEDICTINE HGTS. BEG 657.96'W & 33'N SE/C SW/4 OF SEC 1 T10N R3E N2621.87' TO THE N LINE OF SW/4 E661' S2312.12' W375.92' S310' W282.08' POB LESS 12.35AC PLATTED INTO UNITY MEDICAL PLAZA ADD(2009-2261).

Public hearings will be held at the above times and dates. All residents and parties in interest shall have an opportunity to be heard regarding the request above.

PUD02-25 Unity Medical Plaza





PUBLIC HEARING

For more information
 Community Development Department
 Shawnee City Hall
 16 W. 9th Street
 Shawnee, OK 74801
405-878-1665

Planning Commission
August 6, 2025
 City Hall at 16 W. 9th Street, Commission Chambers
1:30 PM

City Commission
August 18, 2025
 City Hall at 16 W. 9th Street, Commission Chambers
6:00 PM



PUD02-25 Unity Medical Plaza

Project Information

Request: Request to amend an existing Planned Unit Development (PUD) for Unity Medical Plaza

Applicant: St Anthony Shawnee Hospital and Mission Energy Development LLC

Location: A tract of land directly north of 3208 Medical Park Drive

Case #: PUD02-25



Frequently Asked Questions

What is a Planned Unit Development (PUD)?

A Planned Unit Development (PUD) is a special zoning district category that provides an alternate approach to conventional land use controls and is subject to special review procedures. Once approved, the PUD becomes a special zoning classification for the property it represents.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How do I make comment on the request?

Try to attend the public hearing if you are able. Staff will also accept written comments for those who cannot attend.

What if I have questions?

Call the Community Development at 405-878-1665 or contact the Community Development Director at rian.harkins@shawneeok.org.

What if I cannot attend the hearing?

Staff will accept written comments. You may also have a neighbor or friend attend the hearing to represent your interests at the meeting.

How will this request affect me?

Every property is different.
Contact the Community Development for more information if you have concerns about any impact on you.

I am not in favor of the request, what do I do?

Attend the meetings or provide written comments if you cannot attend. Property owners within 300 feet of the subject property may also prepare a protest petition. Staff can supply additional information about the protest petition requirements.

Legal Description: PUD02-25

BENEDICTINE HGTS. BEG 657.96'W & 33'N SE/C SW/4 OF SEC 1 T10N R3E N2621.87' TO THE N LINE OF SW/4 E661' S2312.12' W375.92' S310' W282.08' POB LESS 12.35AC PLATTED INTO UNITY MEDICAL PLAZA ADD(2009-2261).

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 2380NS AND THE PLANNED UNIT DEVELOPMENT ZONING OVERLAY CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: BENEDICTINE HGTS. BEG 657.96'W & 33'N SE/C SW/4 OF SEC 1 T10N R3E N2621.87' TO THE N LINE OF SW/4 E661' S2312.12' W375.92' S310' W282.08' POB LESS 12.35AC PLATTED INTO UNITY MEDICAL PLAZA ADD(2009-2261); AND AMENDING THE PLANNED UNIT DEVELOPMENT TO ALLOW UTILITES AND PUBLIC SERVICE FACILITY, MINOR, AS AN ALLOWED USE BY RIGHT.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma, on the 18th day of August, upon an application to amend an existing Planned Unit Development (PUD) to allow

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said PUD to be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit:

BENEDICTINE HGTS. BEG 657.96'W & 33'N SE/C SW/4 OF SEC 1 T10N R3E N2621.87' TO THE N LINE OF SW/4 E661' S2312.12' W375.92' S310' W282.08' POB LESS 12.35AC PLATTED INTO UNITY MEDICAL PLAZA ADD(2009-2261).; AND AMENDING THE PLANNED UNIT DEVELOPMENT TO ALLOW UTILITIES AND PUBLIC SERVICE FACILITY, MINOR, AS AN ALLOWED USE BY RIGHT.

PASSED AND APPROVED this 18th day of August, 2025.

ERIC STEPHENS, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this 18th day of August, 2025.

JOSEPH M. VORNDRAN
CITY ATTORNEY



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

Date: August 18, 2025
To: Board of City Commissioners
From: Petya Stefanoff, Interim Community Development Director
Subject: Public hearing of a request to rezone property located at a tract of land directly west of 4308 Faith Boulevard from TA (Transitional Agriculture District) to C-1 (Local Commercial District).
Case No. RZ03-25 | Applicant: Rickey Crain c/o Landes Engineering

Background: The subject property has no real address, but is designated as Parcel Number 0000-04-010-004-0-008-00 through the Pottawattomie County Assessor and lies at the northeast corner of North Bryan Avenue and East Faith Boulevard. The subject property is zoned TA (Transitional Agriculture) with similar zoning to the west across North Bryan Ave, with C-1 (Local Commercial) zoning to the south and R-1 (Low Density Residential) zoning to the north and east.

The applicant is requesting to extend the C-1 zoning from the south side of Faith Boulevard to locate a gymnasium on the property, which is currently vacant. The desired use is a form of Health Club/Recreation, and is allowed in this zoning district.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Medium Density Residential land use designation. This land use designation features a density of up to 12 dwelling units per acre. The Comprehensive Plan also notes that this land use designation can include a mix of lower density housing types, civic uses, and limited higher intensity uses along with connections to neighborhood commercial services. An extension of the nearby C-1 zoning would be appropriate for the area, especially given its position as a corner lot between Bryan Ave and the adjacent residential area.

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- The subject property has C-1 zoning to the south, TA to the west, and R-1 zoning to the north and east.
- The request is in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- There is water, sewer, and storm sewer access along North Bryan Avenue.

- Notification for a public hearing was served.

Options:

- Approval of Case No. RZ03-25 to rezone from TA (Transitional Agriculture) to C-1 (Local Commercial) as requested by the applicant.
- Denial of the application for RZ03-25 to rezone the subject property.
- Defer Case No. RZ03-25 with a request for additional and specific information to a certain date.

The Planning Commission reviewed this item at their August 6, 2025, regular meeting and recommended approval with a vote of 4-0.

Financial Impact: None

Attachments: RZ03-25 PC to CC Record of Action, Landes Zoning Application, RZ03-25 Notice to PUBLISH, RZ03-25 OWNERS Letter

Staff Recommendation: Staff recommends [following the Planning Commission's recommendation for] Approval of the request.

RECORD OF ACTION

DATE: August 4, 2025

TO: Mayor and Board of City Commissioners -- City of Shawnee, OK

FROM: Diana Hood, City Planner

SUBJECT: **Record of Action by Planning Commission**

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CASE NO: RZ03-25

REQUEST: Consideration of a request to rezone a tract of land directly west of 4308 Faith Boulevard from TA (Transitional Agriculture) to C-1 (Local Commercial).

Applicant: Rickey Crain c/o Landes Engineering

Subject Property Address: A tract of land directly west of 4308 Faith Boulevard

Legal Description: A tract of and beginning at a point 228.5 feet S02°27'42"E of the Northwest corner of the North Half of the South Half of the Northwest Quarter (NW/C, N/2, S/2, NW/4) of Section Four (4), Township Ten (10) North, Range Four (4) East of the I.M., Pottawatomie County, Oklahoma; thence S02°27'42"E a distance of 112.5 feet; thence N89°06'02"E a distance of 294 feet; thence N02°27'42"W a distance of 112.5 feet; thence S89°06'02"W a distance of 294 feet to the point of beginning.

Current Zoning: TA (Transitional Agriculture) **Requested Zoning:** C-1 (Local Commercial)

Staff Recommendation: Approval as presented.

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Planning Commission Meeting Date: August 6, 2025

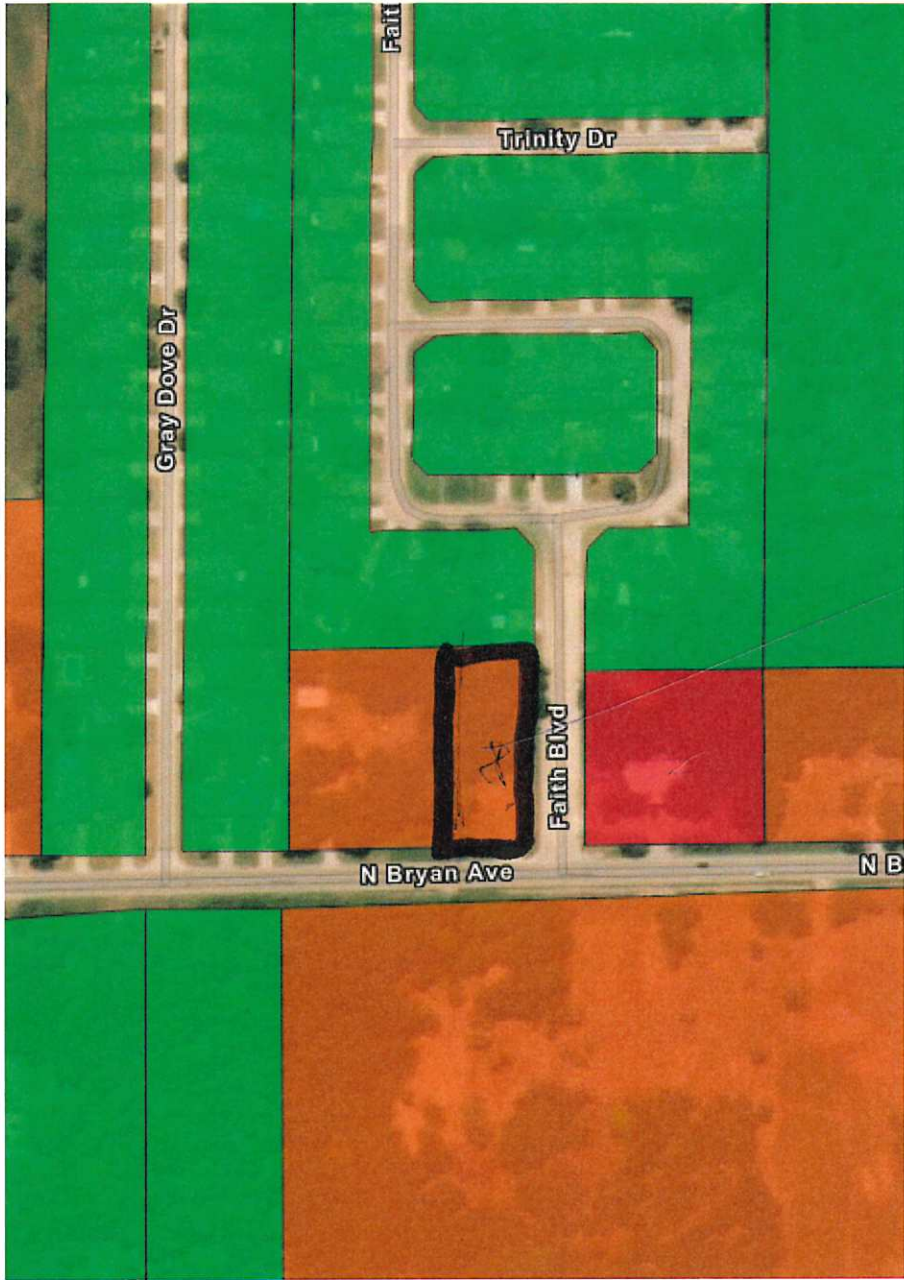
PC Recommendation: Approval with Conditions.

Conditions: A stormwater management plan be ready for Staff review at the time the owner/applicant submits for Building Permits.

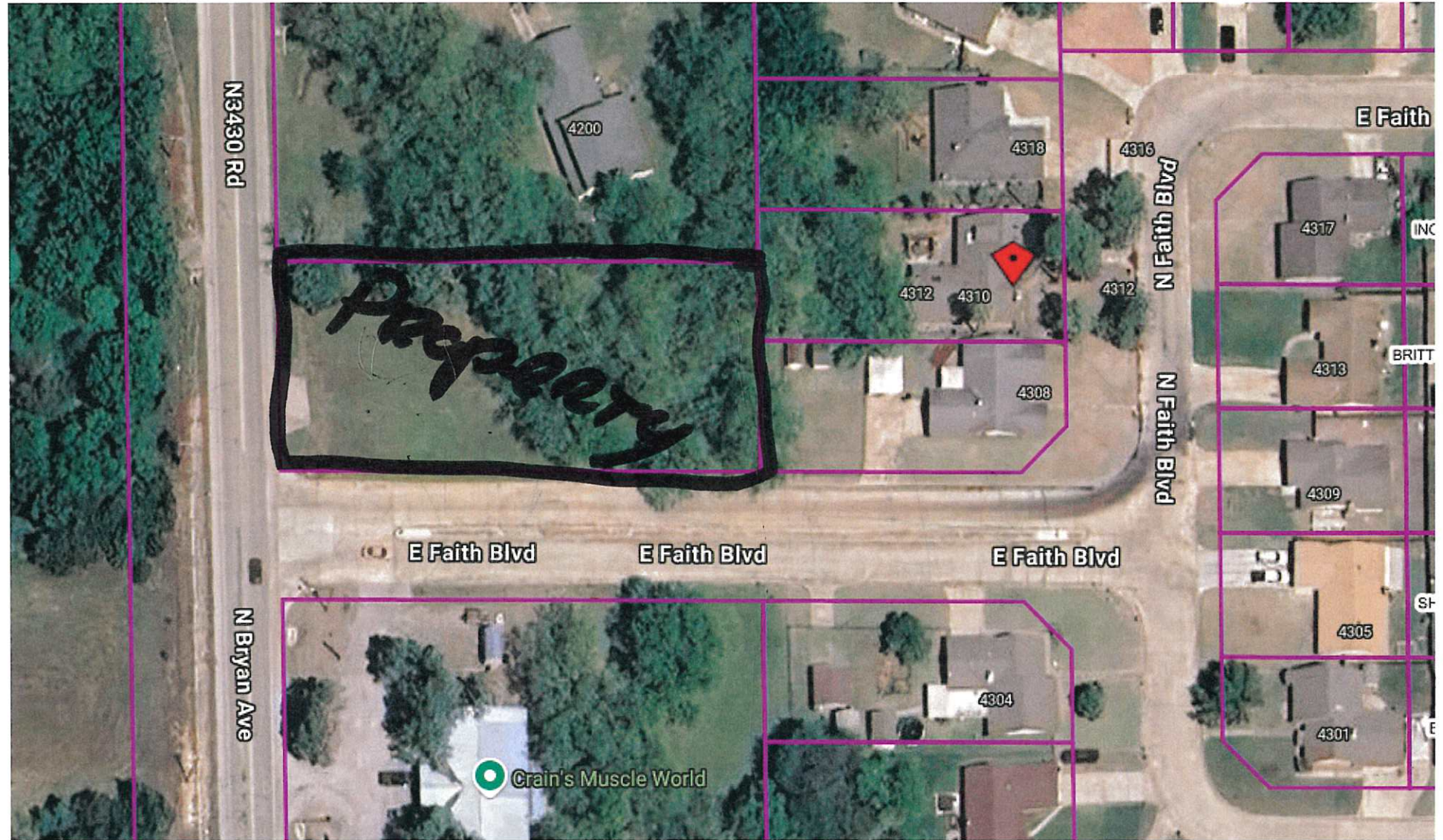
Vote: 4 -- 0 -- 0

Members Present: 4

Members:	Motion	2 nd	Aye	Nay	Abstain	Comments
ALEXANDER			X			
PORTER			X			
JOHNSON						
REESE	X		X			
BARRETT(CHAIR)						
HAYES		X	X			
HEMBREE						



Property Location

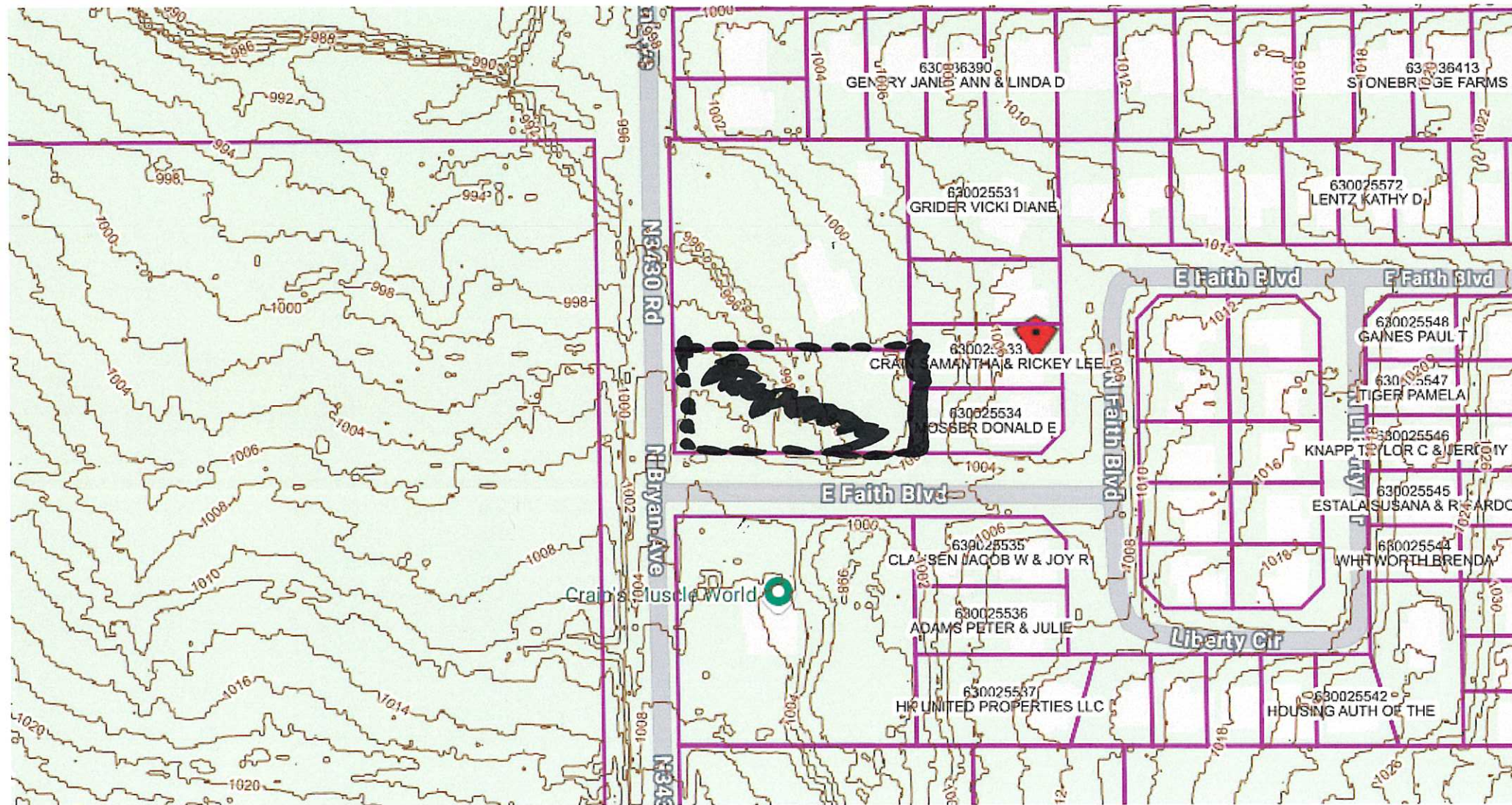


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NOTICE OF PUBLIC HEARING
Rezoning Request (RZ03-25)

It is hereby noticed that the City of Shawnee Planning Commission will hold a public hearing on August 6, 2025, at 1:30 p.m. in the Commission Chambers at City Hall, 16 W. 9th St, Shawnee, OK. The City of Shawnee City Commission will hold a public hearing on August 18, 2025, at 6:00 p.m. in the Commission Chambers at City Hall. The Planning Commission and City Commission will consider a request (**RZ03-25**) to rezone from TA (Transitional Agriculture) to C-1 (Local Commercial) for the tract of land located directly to the west of the property addressed as 4308 Faith Boulevard, Shawnee, OK and described as:

A tract of and beginning at a point 228.5 feet S02°27'42"E of the Northwest corner of the North Half of the South Half of the Northwest Quarter (NW/C, N/2, S/2, NW/4) of Section Four (4), Township Ten (10) North, Range Four (4) East of the I.M., Pottawatomie County, Oklahoma; thence S02°27'42"E a distance of 112.5 feet; thence N89°06'02"E a distance of 294 feet; thence N02°27'42"W a distance of 112.5 feet; thence S89°06'02"W a distance of 294 feet to the point of beginning.

Public hearings will be held at the above times and dates. All residents and parties in interest shall have an opportunity to be heard regarding the request above.

RZ03-25 Parcel No. 0000-04-010-004-0-008-00





PUBLIC HEARING

For more information
Community Development Department
Shawnee City Hall
16 W. 9th Street
Shawnee, OK 74801
[405-878-1665](tel:405-878-1665)

Planning Commission
August 6, 2025
City Hall at 16 W. 9th Street, Commission Chambers
1:30 PM

City Commission
August 18, 2025
City Hall at 16 W. 9th Street, Commission Chambers
6:00 PM



RZ03-25 Parcel No. 0000-04-010-004-0-008-00

Project Information

Request: Rezone from TA (Transitional Agriculture) to C-1 (Local Commercial)

Applicant: Rickey Crain c/o Landes Engineering

Location: A tract of land directly west of 4308 Faith Blvd; Parcel No. 0000-04-010-004-0-008-00

Case #: RZ03-25



Frequently Asked Questions

What is a Rezoning?

A Rezoning is a request to change the zoning of a property to a different zoning district. The zoning of a property determines many of the allowed uses available for development.

What is a Conditional Use Permit (CUP)?

A Conditional Use Permit (CUP) is a request for a particular use that has been classified in the Zoning Code as requiring a CUP. These uses require a thorough review because some uses could more intensely affect the area in which it is located.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How do I comment on the request?

Try to attend the public hearing if you are able. Staff will also accept written comments for those who cannot attend.

What if I have questions?

Call the Community Development Dept. at 405-878-1665 or email the Community Development Director at rian.harkins@shawneeok.org.

What if I cannot attend the hearing?

Staff will accept written comments. You may also have a neighbor or friend attend the hearing to represent your interests at the meeting.

How will this request affect me?

Every property is different. Contact the Community Development Department for more information if you have concerns about any impact on you.

I am not in favor of the request, what do I do?

Attend the meetings or provide written comments if you cannot attend. Property owners within 300 feet of the subject property may also prepare a protest petition. Staff can supply information about the protest petition requirements.

Legal Description: RZ03-25

A tract of and beginning at a point 228.5 feet S02°27'42"E of the Northwest corner of the North Half of the South Half of the Northwest Quarter (NW/C, N/2, S/2, NW/4) of Section Four (4), Township Ten (10) North, Range Four (4) East of the I.M., Pottawatomie County, Oklahoma; thence S02°27'42"E a distance of 112.5 feet; thence N89°06'02"E a distance of 294 feet; thence N02°27'42"W a distance of 112.5 feet; thence S89°06'02"W a distance of 294 feet to the point of beginning.

ORDINANCE NO. _____

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND BEGINNING AT A POINT 228.5 FEET S02°27'42"E OF THE NORTHWEST CORNER OF THE NORTH HALF OF THE SOUTH HALF OF THE NORTHWEST QUARTER (NW/C, N/2, S/2, NW/4) OF SECTION FOUR (4), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE S02°27'42"E A DISTANCE OF 112.5 FEET; THENCE N89°06'02"E A DISTANCE OF 294 FEET; THENCE N02°27'42"W A DISTANCE OF 112.5 FEET; THENCE S89°06'02"W A DISTANCE OF 294 FEET TO THE POINT OF BEGINNING.
FROM ZONING CLASSIFICATION TA (TRANSITIONAL AGRICULTURAL DISTRICT) TO C-1 (LOCAL COMMERCIAL DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma, on the 18th day of August, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification TA (Transitional Agriculture District) to C-1 (Local Commercial District);

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-1 (Local Commercial District).

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A TRACT OF LAND BEGINNING AT A POINT 228.5 FEET S02°27'42"E OF THE NORTHWEST CORNER OF THE NORTH HALF OF THE SOUTH HALF OF THE NORTHWEST QUARTER (NW/C, N/2, S/2, NW/4) OF SECTION FOUR (4), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE S02°27'42"E A DISTANCE OF 112.5 FEET; THENCE N89°06'02"E A DISTANCE OF 294 FEET; THENCE N02°27'42"W A DISTANCE OF 112.5 FEET; THENCE S89°06'02"W A DISTANCE OF 294 FEET TO THE POINT OF BEGINNING. FROM ZONING CLASSIFICATION TA (TRANSITIONAL AGRICULTURE DISTRICT) TO C-1 (LOCAL COMMERCIAL DISTRICT), AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 18th day of August, 2025.

ERIC STEPHENS, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this 18th day of August, 2025.

JOSEPH M. VORNDRAN
CITY ATTORNEY

RZ03-25
Parcel No. 0000-04-010-004-0-008-00



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

Date: August 18, 2025
To: City Commission
From: Kimberly Smith, Finance Director
Subject: August 2025 Sales and Use Tax Deposit

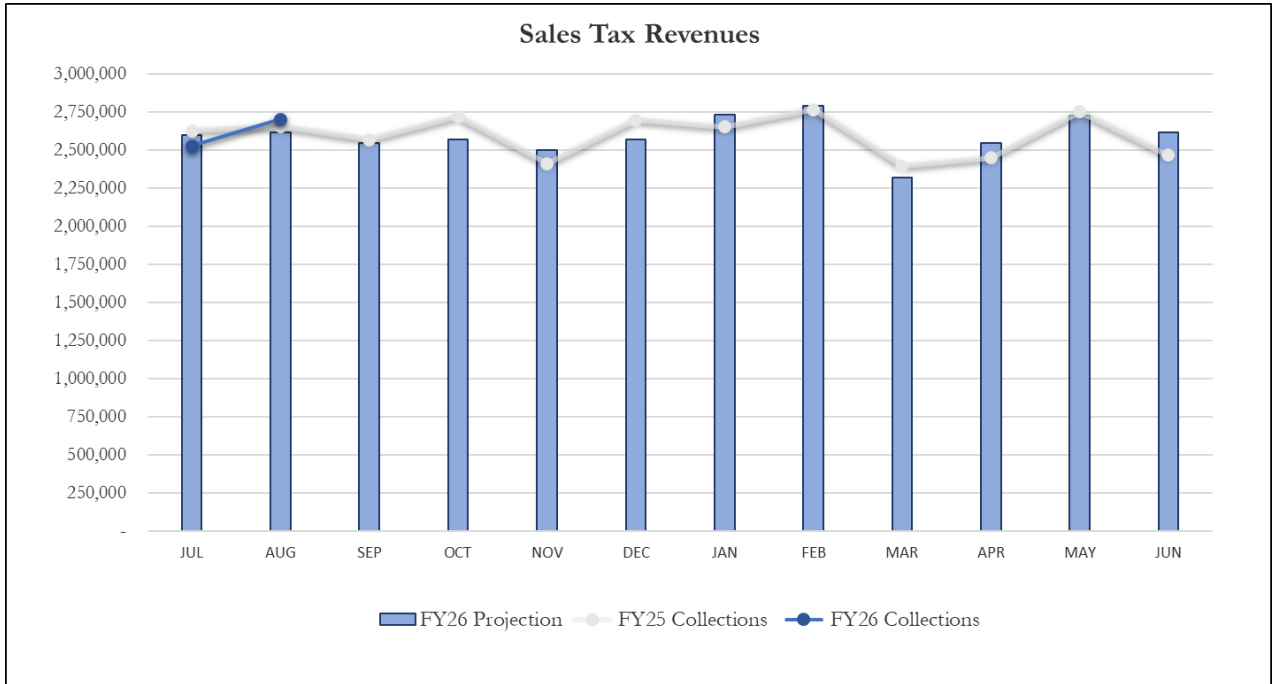
Background: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 are required to remit tax estimates each month by the 20th; in addition, entities are required to report their final tax collections for the previous month along with a final payment of taxes for the previous month on the 20th. To summarize, tax collections remitted to the City of Shawnee by the OTC in August consist of July estimates and June final reported collections. Any taxes collected for months prior to March will include late penalties and interest accrued.

- Sales Tax Collection Allocated by Fund - The August sales tax deposit was \$2,703,874.05 including interest of \$4,347.00, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,351,937.03
2018 Capital Improvements Fund	337,984.26
Capital Improvements Fund	261,937.80
Street Improvements Fund	295,736.22
Economic Development Fund	33,798.43
Police Sales Tax Fund	42,248.03
Fire Sales Tax Fund	42,248.03
2023 Capital Improvements Fund	<u>337,984.26</u>
 Total Sales Taxes Collected	 <u><u>\$ 2,703,874.05</u></u>

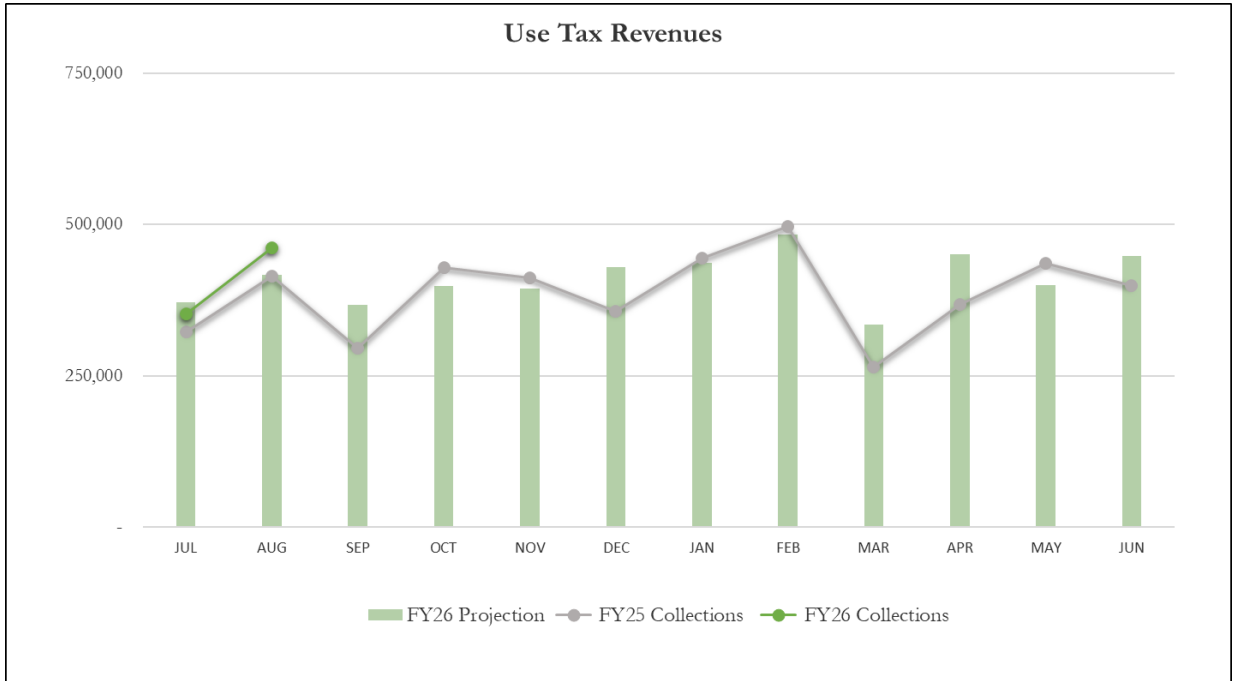
- Finance Department Report - Sales and use tax collections totaled \$3,164,855.11 for August 2025. Sales tax projections are based on an average for the most recent three years of sales tax history. For the year, sales tax collections are up \$18,121 or 0.35%, above the projected budget year-to-date, across 8 funds. Use tax collections are up \$24,468 or 3.10% above the projected budget year-to-date.

○ Fiscal Year 2026 Sales Tax Collections and Performance:



	<u>Projected Budget</u>	<u>Actual</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts - August 2025	\$ 2,615,475	\$ 2,703,874	\$ 88,399	3.38%
Sales Tax Receipts (year-to-date):	\$ 5,214,881	\$ 5,233,002	\$ 18,121	0.35%
	<u>August 2024</u>	<u>August 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 2,737,779	\$ 2,653,479	\$ (84,299)	-3.08%
	<u>Year To Date FY 2024</u>	<u>Year To Date FY 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 5,280,178	\$ 5,233,002	\$ (47,176)	-0.89%

○ Fiscal Year 2026 Use Tax Collections and Performance:



	<u>Projected Budget</u>	<u>Actual</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts - August 2025	\$ 417,001	\$ 460,981	\$ 43,980	10.55%
Sales Tax Receipts (year-to-date):	\$ 788,305	\$ 812,773	\$ 24,468	3.10%

	<u>August 2024</u>	<u>August 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 432,601	\$ 414,113	\$ (18,488)	-4.27%

	<u>Year To Date FY 2024</u>	<u>Year To Date FY 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 736,212	\$ 812,773	\$ 76,561	10.40%

- Fiscal Year 2026 – General Fund Sales & Use Tax – Above Projections:

General Fund Projections (year-to-date)

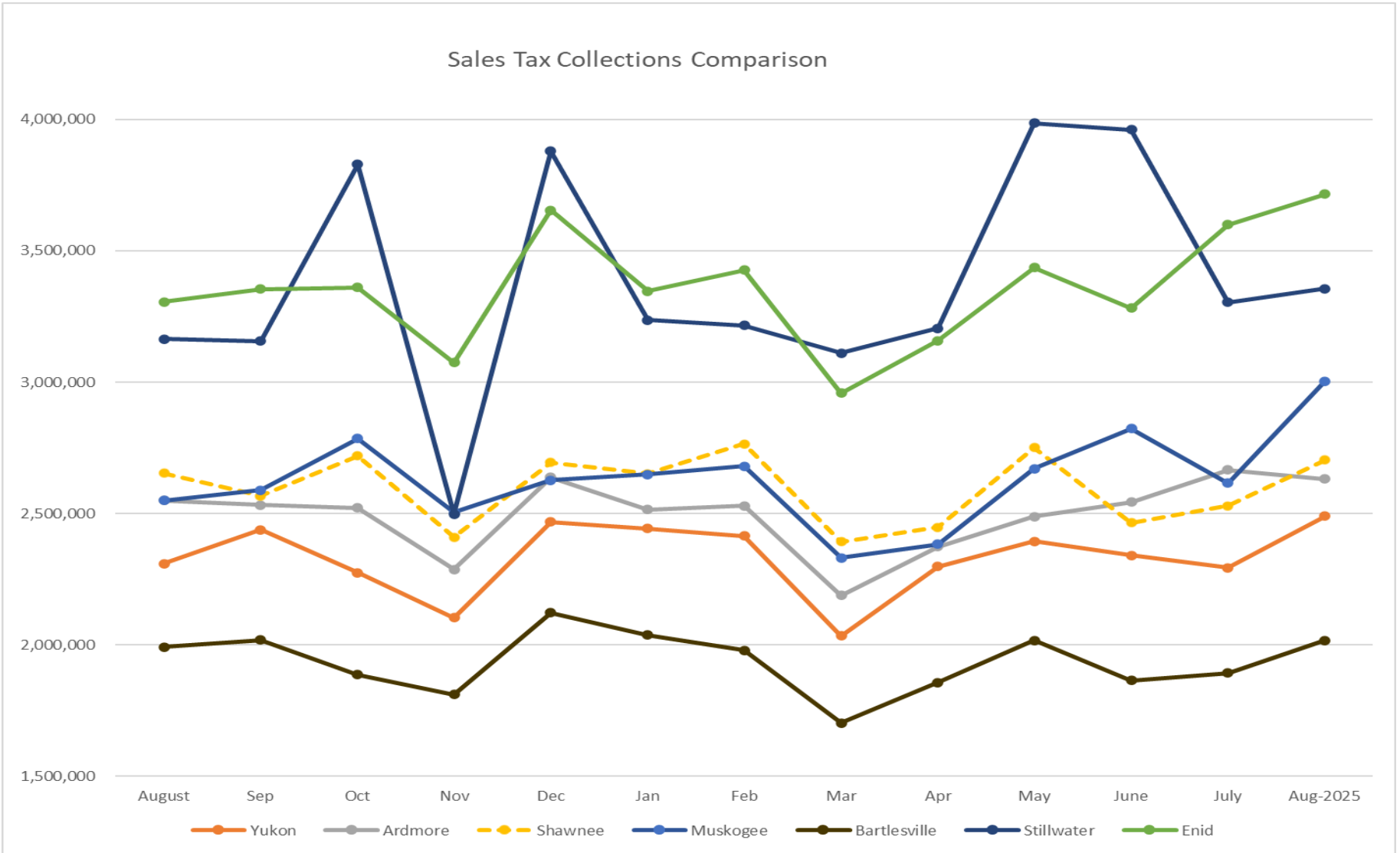
Sales Tax Above/(Below) Projections:	\$	9,060
Use Tax Above/(Below) Projections:	\$	24,468

Appropriated:

Total Appropriated	<u>\$</u>	<u>-</u>
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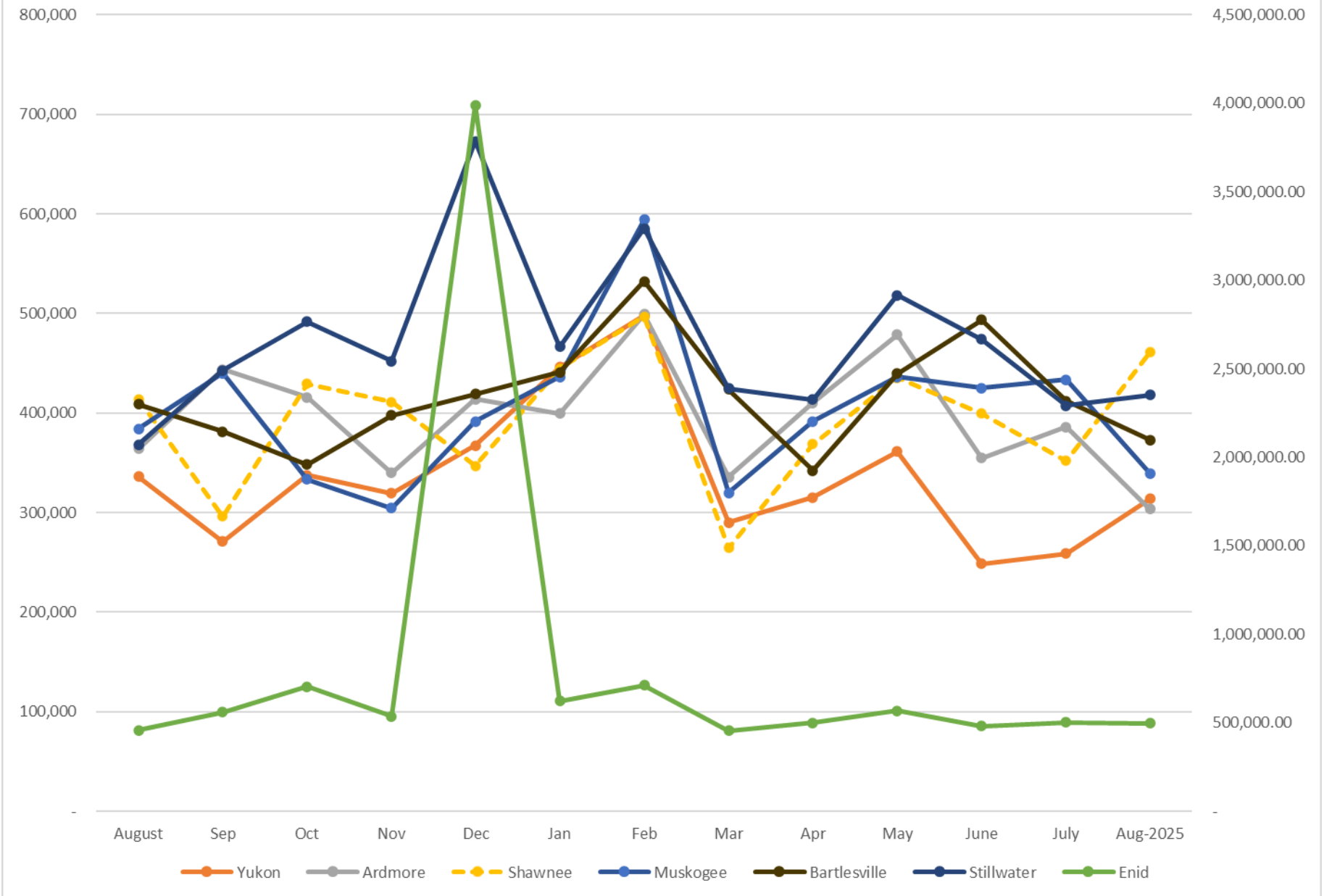
Total Unappropriated:	<u>\$</u>	<u>33,528</u>
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Sales Tax Collections Comparison

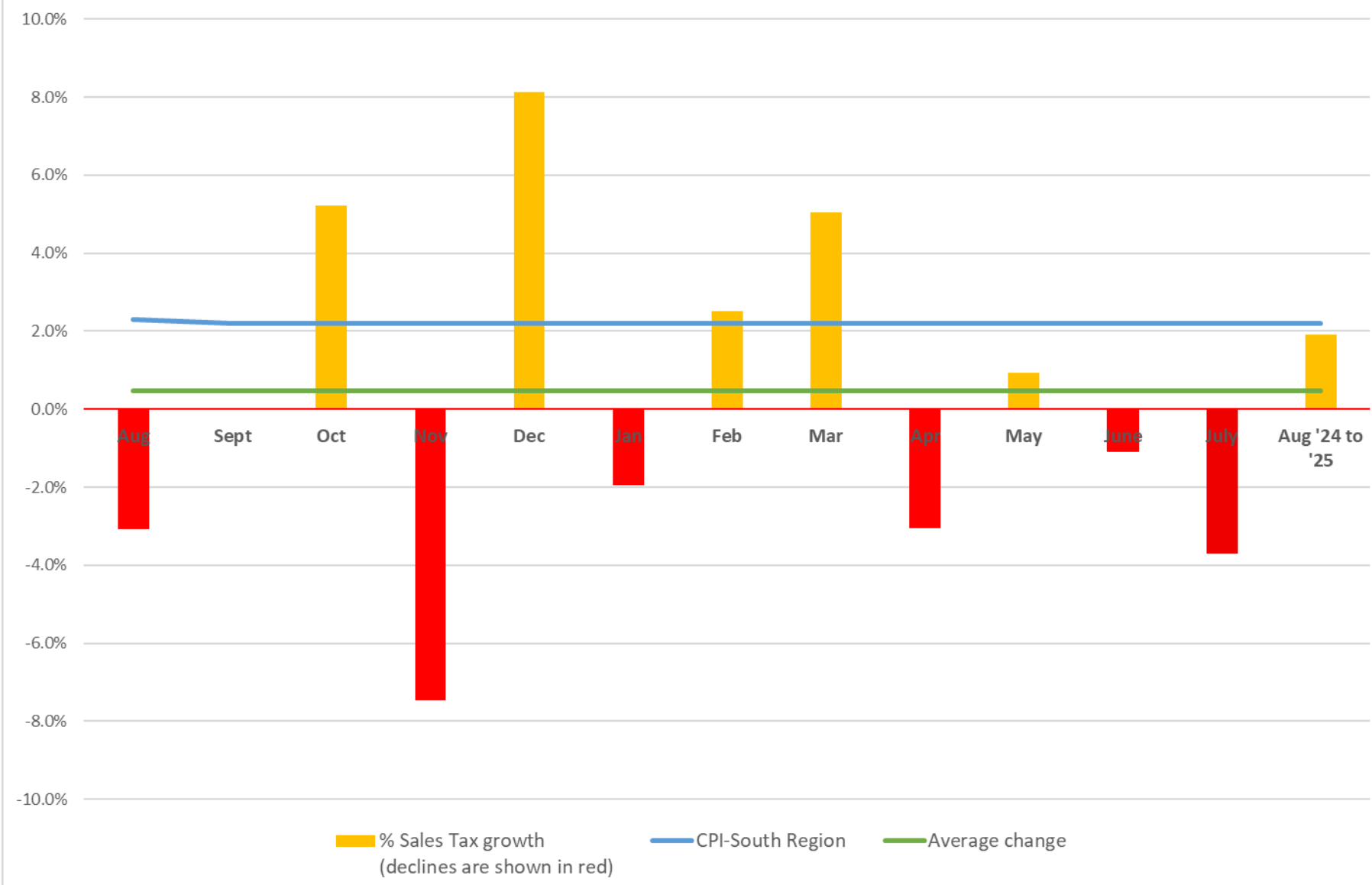


	Yukon	Ardmore	Shawnee	Muskogee	Bartlesville	Stillwater	Enid
Population	23,630	24,725	31,377	36,878	37,290	48,394	51,308
City Tax Rate	4.00%	3.75%	4.00%	4.00%	3.40%	3.63%	4.25%
State Rank by Total Collections (Prior Year)	14	13	15	12	16	11	10

Use Tax Collections Comparison



Year over Year Sales Tax Growth by Month



2018 Half-cent Sales Tax Update

August 18, 2025

Seth Barkhimer, Interim Assistant City Manager



2018 Sales Tax Election

- **“Proposition #4”** passed on June 26, 2018
- **Added 0.5%** to existing sales tax
- Revenue allocated for **capital improvements**
 - Public Safety: 0.125% sales tax or 25% of total
 - Streets/Roads: 0.125% sales tax or 25% of total
 - Parks/Public Facilities: 0.25% sales tax or 50% of total

Investment Updates

\$25.2 million in Sales Tax Collections

- Through June 2025 collections

\$26.1 million invested in Community Projects

- Through June 2025
- \$3.8 million spent in FY24
- \$3.5 million spent in FY25

Investment Updates – 4th Qtr. FY25

\$1.3 m Fire Station #3 Remodel

\$142 k Expo Enhancements/Remodel

Public Safety	Original Allocation	New Allocation	Expensed to date	Status
Police Department Headquarters	\$3,200,000	\$4,339,268	\$4,339,268	Complete
Police Patrol Vehicles	\$1,250,000	\$1,098,727	\$1,098,727	Complete
Fire Station #1 & #3	\$1,750,000	\$1,939,303	\$1,299,414	On-Going
Fire Engine	\$750,000	\$855,880	\$855,880	Complete
Fire Training Structure	\$300,000	\$50,195	\$50,195	Hold
Emergency Warning System	\$250,000	\$250,000	\$250,000	Complete
Total Public Safety	\$7,500,000	\$8,533,372	\$7,893,483	

Streets and Roads	Original Allocation	New Allocation	Expensed to date	Status
45th Street widening	\$3,500,000	\$4,533,372	\$514,005	ROW Acquisition & Utility Relocation
Pavement Overlays & Panel Replacements	\$4,000,000	\$4,000,000	\$2,813,753	On-Going
Total Streets & Roads	\$7,500,000	\$8,533,372	\$3,327,758	

Parks & Public Facilities	Original Allocation	New allocation	Expensed to date	Status
Implement Parks Master Plan	\$7,000,000	\$8,437,049	\$8,405,932	Complete
EXPO Enhancement & Remodel	\$3,500,000	\$3,500,000	\$1,838,588	Roof, Fence, Various equipment & repairs
Sidewalks & Trails	\$1,750,000	\$1,752,314	\$1,752,314	Complete
Santa Fe Depot	\$400,000	\$1,194,187	\$1,194,187	Roof Project Complete
Library	\$1,000,000	\$401,382	\$245,792	In planning
Senior Center	\$1,000,000	\$1,300,000	\$1,179,972	Roof project underway
Community Center	\$350,000	\$212,971	\$212,971	Complete
Unassigned	0	\$203,274	\$203,274	Future projects
Total Facilities	\$15,000,000	\$17,001,177	\$15,033,031	

A special “Thank You” to
the citizens of Shawnee
for their support!

