

**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