

**BOARD OF CITY COMMISSIONERS PROCEEDINGS**

AUGUST 18, 2025 AT 6:00 PM

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on Monday, August 18, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, August 14, 2025 at 5:32 PM. 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

Absent

Commissioner Ward 3

Absent

Commissioner Ward 4

Absent

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: Chris Odneal, Ashley Fichtner, Mark Sehorn

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. Glenn Peck, Ms. Cyndi Berger, Mr. Fred Turner, and Ms. Susan Morris spoke during Citizens Participation.

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.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Madson, to approve Consent Agenda Item Nos. 2(a-h). Motion carried 4-0-0.

AYE: Mathews, Madson, Stephens, Richter

NAY: None

ABSTAIN: None

- 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).

Director of Engineering Seth Barkhimer stated that the City entered into an agreement with ODOT for the Kickapoo Paving Project from Kickapoo Spur to Farrall in June 2013. The proposed Amendment assigns 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.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve a modification agreement with the Oklahoma Department of Transportation (ODOT) regarding the Grade, Drain, & Surface Kickapoo Street Project. State Job No. 32255(04). Motion carried 4-0-0.

AYE: Matthews, Richter, Madson, Stephens

NAY: None

ABSTAIN: None

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).

Emergency Management Director Rachelle Erickson provided a Staff report. A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve 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.

Resolution No. 6774 was introduced.

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.

Motion carried 4-0-0.

AYE: Matthews, Richter, Madson, Stephens

NAY: None

ABSTAIN: None

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).

Deputy Fire Chief Mark McLain provided a Staff report. A motion was made by Vice Mayor Matthews, seconded by Mayor Stephens, to approve 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.

Resolution No. 6775 was introduced.

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.

Motion carried 4-0-0.

AYE: Matthews, Stephens, Richter, Madson

NAY: None

ABSTAIN: None

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.*)

A motion was made by Mayor Stephens, seconded by Vice Mayor Matthews, to defer the item to a future meeting. Motion carried 4-0-0.

AYE: Stephens, Matthews, Madson, Richter

NAY: None

ABSTAIN: None

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

City Planner Diana Hood stated that the applicant is requesting a revision to the existing PUD to allow for Solar Panels to be installed in the northern undeveloped tract. Planning Commission recommended approval.

Mayor Stephens declared a public hearing in session to consider a request to amend the Planned Unit Development (PUD) restrictions for the Unity Medical Plaza. Mr. Jeff Rauenhorst appeared in favor. Ms. Cyndi Berger appeared against. The public hearing was closed.

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

City Planner Diana Hood gave a staff report.

Mr. Jeff Rauenhorst answered questions from the Commission.

A motion was made by Vice Mayor Matthews, seconded by Commissioner

Madson, to approve an ordinance to amend the Planned Unit Development (PUD) restrictions for the Unity Medical Plaza.

Ordinance No. 2819NS was introduced.

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 UTILITIES AND PUBLIC SERVICE FACILITY, MINOR, AS AN ALLOWED USE BY RIGHT.

Motion carried 4-0-0.

AYE: Matthews, Madson, Stephens, Richter

NAY: None

ABSTAIN: None

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

A motion was made by Mayor Stephens, seconded by Vice Mayor Matthews, to defer the public hearing to the September 15, 2025, City Commission meeting. Motion carried 4-0-0.

AYE: Stephens, Matthews, Madson, Richter

NAY: None

ABSTAIN: None

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

A motion was made by Mayor Stephens, seconded by Vice Mayor Matthews, to defer the item to the September 15, 2025, City Commission meeting. Motion carried 4-0-0.

AYE: Stephens, Matthews, Madson, Richter

NAY: None

ABSTAIN: None

COMMISSIONER ODNEAL ARRIVED 6:32 P.M.

#### 11. Acknowledge Monthly Sales Tax Report.

Finance Director Kimberly Smith reported sales tax collections are up Eighteen Thousand One Hundred Twenty-One Dollars (\$18,121.00) or Zero Point Three Five Percent (0.35%), above the projected budget year-to-date. She stated that use tax collections are up Twenty-Four Thousand Four Hundred Sixty-Eight Dollars (\$24,468.00) or Three Point One Zero Percent (3.10%), above the projected budget year-to-date.

#### 12. Administrative Report(s):

- a. Presentation of the Quarterly 2018 Half-Cent Sales Tax Report - Seth Barkhimer, Interim Assistant City Manager

Interim Assistant City Manager Seth Barkhimer provided a presentation on the Quarterly 2018 Half-Cent Sales Tax Report. Topics Discussed included:

- 2018 Sales Tax Election
- Investment Updates
  - Investment Updates - 4th Quarter Fiscal Year 2025

#### 13. 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.

#### 14. Commissioners Comments

Vice Mayor Matthews commented on new year school at Oklahoma Baptist

University.

Commissioner Madson commented on Consent Agenda Item No. 2(g) and sales tax.

Commissioner Odneal welcomed students.

Mayor Stephens commented on school starting. He also thanked Glenn Peck for introducing the Salvation Army Captains.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR  
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE  
MUNICIPAL AUTHORITY (6:48 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE  
CHAIR (6:53 P.M.)

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."

A motion was made by Vice Mayor Matthews, seconded by Commissioner Odneal, to approve 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." Motion carried 5-0-0.

AYE: Matthews, Odneal, Stephens, Richter, Madson

NAY: None

ABSTAIN: None

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.

A motion was made by Commissioner Madson, seconded by Commissioner Odneal, to approve 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. Motion carried 5-0-0.

AYE: Madson, Odneal, Stephens, Richter, Matthews

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 6:55 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 8:34 P.M. WITH ALL MEMBERS PRESENT.

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."

A motion was made by Vice Mayor Matthews, seconded by Commissioner Madson, to name Mark Simpson City Manager for the City of Shawnee, Oklahoma pursuant to contract negotiations with the City Attorney and ratification of that contract by this Commission at its September meeting. Motion carried 5-0-0.

AYE: Matthews, Madson, Odneal, Stephens, Richter

NAY: None

ABSTAIN: None

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.

No action taken.

19. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:37 p.m.)



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ERIC STEPHENS, MAYOR

ATTEST:



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LISA LASYONE, MMC  
CITY CLERK