

AGENDA
BOARD OF CITY COMMISSIONERS
NOVEMBER 17, 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 October 20, 2025, regular meeting.
- b. Acknowledge the following minutes and reports:
 - Shawnee Beautification, Parks, and Recreation Committee Minutes from the September 18, 2025, regular meeting.
 - License Payment Report for October 2025.
 - Project Payment Report for October 2025.
- c. Mayor Appointments:

Shawnee Beautification, Parks, and Recreation Committee

Joseph Szczepanski 1st Partial Term Expires: May 1, 2026
Replaces Chad Payn, Resigned

Shawnee Planning Commission

Raymond Burrell 1st Partial Term Expires: June 1, 2027
Replaces Jamie Hembree, Resigned

Shawnee Arts & Culture Commission

Susan Morris 1st Partial Term Expires: May 1, 2028
Replaces Nicki Sherman, Resigned

d. Budget amendments for Fiscal Year 2025 – 2026:

- Fund 301 - Capital Improvement Fund - To appropriate monies received from OMAG to transfer to Capital Outlay - Equipment for the Heart of Oklahoma Exposition Center expenditures in FY26.
- Fund 301 - Capital Improvement Fund - To appropriate monies received for the sale of a vehicle and transfer to Capital Outlay - Equipment for the Fire Department expenditures in FY26.
- Fund 706 - Donations - To appropriate monies received for Christmas Festivities for expenditures in FY26. (Contingent upon approval of Pottawatomie County Board of Commissioners donation.)

e. Lake Lease Transfer:

- Damron Tract, Lot 2
33705 Belcher Rd
From: Elbert Benton
To: Bryan Chance Christopher Clemens

f. Approval of a Lease Agreement for the Southwest Loop Waterline project impacting property located at 723 South Leo Street.

g. Acknowledgment of Change Order No. 1 for Walnut Water Line project.

h. Approval of Agreement Between the City of Shawnee and Safe Events for Families (SEFF) for Fiscal Year 2025-2026.

i. Approval of the purchase of a CXT restroom for Optimist Park utilizing

state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for the Parks Department.

- j. Confirm and approve the City Manager's hiring of Kerri Foster as the City's Parks and Recreation Director.
- 3. Presentation of the Pet of the Month by Animal Control.
- 4. Public hearing for a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 North Market Avenue.
Case No CUP03-25 | Applicant: Mary Wisdom
- 5. Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 North Market Avenue.
Case No. CUP03-25 | Applicant: Mary Wisdom
- 6. Public hearing for a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Road.
Case No. CUP04-25 | Applicant: Will Jones
- 7. Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Road.
Case No. CUP04-25 | Applicant: Will Jones
- 8. Public hearing for a request to rezone the property addressed as 306 East 45th Street from C-2 (Regional Commercial District) to R-3 (High Density Residential District).
Case No. RZ04-25 | Applicant: Dean Koleada
- 9. Consideration of an ordinance to rezone the property addressed as 306 East 45th Street from C-2 (Regional Commercial District) to R-3 (High Density Residential District).
Case No. RZ04-25 | Applicant: Dean Koleada
- 10. Acknowledge Monthly Sales Tax Report.
- 11. Commissioners Comments
- 12. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)

13. Consider an executive session for discussion in accordance with 25 O.S. §307(B)(3), the sale, purchase, lease, acquisition, or appraisal of real property.
14. 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 the Santa Fe Depot.
15. Consider matters discussed in executive session in accordance with 25 O.S. §307(B)(3), the sale, purchase, lease, acquisition, or appraisal of real property.
16. 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 the Santa Fe Depot.
17. Adjournment

Respectfully submitted,



Lisa Lasyone, MMC, City Clerk

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

DRAFT

BOARD OF CITY COMMISSIONERS PROCEEDINGS

OCTOBER 20, 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, October 20, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, October 16, 2025, at 4:11 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 Shuler

Commissioner Ward 2

Chris Odneal

Commissioner Ward 3

Ashley Fichtner

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: None

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. John Bob-Semple, Ms. Stacy Cramer-Moore, Mr. Kenneth Crawford, and Mr. Glenn Peck spoke during Citizens Participation.

2. Consider approval of Consent Agenda:

- a. Minutes from the September 15, 2025, regular meeting.

b. Acknowledge the following minutes and reports:

- Planning Commission Minutes from the August 6, 2025 and September 3, 2025, regular meetings.
- Shawnee Beautification, Parks, and Recreation Committee Minutes from the August 21, 2025, regular meeting.
- License Payment Report for September 2025.
- Project Payment Report for September 2025.

c. Budget amendments for Fiscal Year 2025 – 2026:

- Fund 001 - General Fund - Fire Department - To appropriate monies received from sale of a vehicle and transfer into Fire Admin and Capital Outlay - Equipment for the Fire Department expenditures in FY26.
- Fund 010 - Grant Fund - Emergency Management Department - Repayment of Funds DR 4706 PW 3 Emergency Debris Removal project for the 2023 Tornado.
- Fund 010 - Grant Fund - Emergency Management Department - To pay for services rendered from the 2023 Tornado, and money received in FY25.

- Fund 301 - Capital Improvement Fund - Fire Department - To appropriate monies for the Altering System at Fire Station #3 and transfer into Capital Outlay - Buildings for the Fire Department expenditures in FY26.
 - Fund 301 - Capital Outlay - Fire Department - To appropriate monies for the purchase of an E-One Rescue Pumper and to transfer into Capital Outlay - Equipment for the Fire Department expenditures in FY26.
 - Fund 301 - Capital Improvement Fund - Police Department - To appropriate sale of property monies to be used for the vehicle purchase in Capital Outlay for the Police Department expenditures in FY26.
 - Fund 302 - Street Improvement Fund - Engineering - To appropriate monies into Capital Outlay - Street for Kickapoo Street expenditures in FY26.
 - Fund 304 - American Rescue Plan Fund - To appropriate monies to be used for SW Loop Water Main Project in Capital Outlay - Buildings & Improvements for the expenditures in FY26.
 - Fund 603 - Insurance Recovery Fund - Police Department - To appropriate insurance monies into Capital Outlay - Police Vehicles for the Police Department expenditures in FY26.
- d. Acknowledge the resignation of Jamie Hembree from the Shawnee Planning Commission effective immediately.
- e. Acknowledge the City of Shawnee Holiday Schedule for 2026.

- f. Acceptance of Georg Fischer Central Plastics public infrastructure and placing the maintenance bonds into effect.
- g. Acceptance of Right-of-Way Utility Easement Agreements for the Southwest Loop Waterline project impacting multiple parcels within Sections 24 and 25, Township 10 North, Range 3 East.
- h. Approval of an agreement with Honeywell for the installation of an alerting system for Fire Station No. 3.
- i. Approval of the purchase of an E-One Rescue Pumper using the Sourcewell Contract E-One #113021-RVG.
- j. Approval of the purchase of a 2026 Ram 2500 Crew Cab truck utilizing state bidding in compliance with the approved Capital Improvement Plan for 2026-2030 for the Heart of Oklahoma Exposition Center.
- k. Approval of the purchase of a 2026 Freightliner 108SD PLUS utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for the Street Department.
- l. Approval of the purchase of a 2026 Chevrolet Silverado 3500 Crew Cab truck utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for the Street Department.
- m. Approval of the purchase of a 2026 Chevrolet Silverado 3500 Crew Cab truck utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for Building Maintenance.

- n. Approval of the purchase of a 2026 Chevrolet Silverado 1500 Crew Cab truck utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for Building Maintenance.
- o. Approval of the purchase of a 2026 Chevrolet Silverado 5500 Regular Cab truck utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for the Traffic Department.
- p. Acknowledge Change Order No. 1 for Lowe's Water Line project.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Odneal, to approve Consent Agenda Item Nos. 2(a-p). Motion carried 7-0-0.

AYE: Matthews, Odneal, Stephens, Fichtner, Sehorn, Richter, Shuler

NAY: None

ABSTAIN: None

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

Animal Control Officer Trel Meyers introduced Little Red, an approximately seven (7) month-old canine.

4. Consideration of resolution authorizing the Mayor and Staff to sign closeout documents related to CV2 The City of Shawnee Community Development Block Grant Contract Number CDBG-EXP-CV2-Shawnee CI-03182 Coronavirus.

Interim Community Development Director Petya Stefanoff stated that the City received a COVID-19 Grant from the State Department of Commerce to support the community with various services for people affected by the pandemic. The proposed resolution is to authorize Staff to sign closeout documents and return the unused funds.

A motion was made by Commissioner Odneal, seconded by Commissioner Shuler, to approve a resolution authorizing the Mayor and Staff to sign closeout documents related to CV2 The City of Shawnee Community Development Block Grant Contract Number CDBG-EXP-CV2-Shawnee CI-03182 Coronavirus.

Resolution No. 6778 was introduced.

A RESOLUTION AUTHORIZING THE MAYOR AND STAFF TO SIGN
CLOSEOUT DOCUMENTS RELATED TO CV2 THE CITY OF SHAWNEE
COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT NUMBER
CDBG-EXP-CV2-SHAWNEE CI-03182 CORONAVIRUS PROJECT.

Motion carried 7-0-0.

AYE: Odneal, Shuler, Stephens, Fichtner, Sehorn, Richter, Matthews

NAY: None

ABSTAIN: None

5. Consideration of a resolution for the selection of City of Shawnee Bridge Inspectors for the Oklahoma Department of Transportation Bridge Inspection Program.

Director of Engineering Seth Barkhimer stated that the City is required to inspect all NBI bridges every other year. The proposed resolution elects to use Circuit Engineering District No. 4.

A motion was made by Commissioner Sehorn, seconded by Vice Mayor Matthews, to approve a resolution for the selection of City of Shawnee Bridge Inspectors for the Oklahoma Department of Transportation Bridge Inspection Program.

Resolution No. 6779 was introduced.

A RESOLUTION CONCERNING BRIDGE INSPECTION RESPONSIBILITY
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH NATIONAL
BRIDGE INSPECTION STANDARDS.

Motion carried 7-0-0.

AYE: Sehorn, Matthews, Shuler, Odneal, Stephens, Fichtner, Richter

NAY: None

ABSTAIN: None

6. Consideration of a resolution for project sponsorship for the Oklahoma Department of Transportation (ODOT) Transportation Alternatives Program (TAP) Application and Maintenance Commitment for the Wallace Street Sidewalk project.

Director of Engineering Seth Barkhimer stated that the City aims to enhance pedestrian accessibility by adding ADA-compliant sidewalks on the north side of Wallace Street from Kickapoo to Harrison, as outlined in the current Capital Improvement Plan (CIP). The City is pursuing a Transportation Alternatives Program grant from the Oklahoma Department of Transportation (ODOT) to fund the project.

A motion was made by Commissioner Fichtner, seconded by Commissioner Odneal, to approve a resolution for project sponsorship for the Oklahoma Department of Transportation (ODOT) Transportation Alternatives Program (TAP) Application and Maintenance Commitment for the Wallace Street Sidewalk project.

Resolution No. 6780 was introduced.

A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF SHAWNEE TO SUBMIT AN APPLICATION TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FORTH BY INFRASTRUCTURE INVESTMENT AND JOBS ACT FOR THE WALLACE STREET SIDEWALK PROJECT, SHAWNEE, OKLAHOMA AND AUTHORIZING THE CITY MANAGER TO SIGN THIS APPLICATION.

Motion carried 7-0-0.

AYE: Fichtner, Odneal, Stephens, Sehorn, Richter, Matthews, Shuler

NAY: None

ABSTAIN: None

7. Public Hearing of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 730 North Pennsylvania Avenue.
Case No. CUP02-25 | Applicant: Penny Schultz

Interim Community Development Director Petya Stefanoff stated that the applicant is requesting to operate a Short-Term Rental at the location. The Planning Commission and Staff recommend approval.

Mayor Stephens declared a public hearing in session to consider a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 730 North Pennsylvania Avenue. Ms. Penny Schultz appeared in favor. No one appeared against. The public hearing was closed.

8. Consideration of a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 730 North Pennsylvania Avenue.

Case No. CUP02-25 | Applicant: Penny Schultz

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 730 North Pennsylvania Avenue. Motion carried 7-0-0.

AYE: Matthews, Fichtner, Sehorn, Richter, Shuler, Odneal, Stephens

NAY: None

ABSTAIN: None

9. Consider Bid(s):

- a. Shawnee SW Loop Watermain Loop, Project No. 25-1040-01

Director of Engineering Seth Barkhimer announced that sixteen (16) bids were received. Staff recommends awarding the base bid to Sooner Site Utility & Construction, LLC, of Oklahoma City, Oklahoma, for the total amount of One Million Four Hundred Thirty-Six Thousand Three Hundred Sixty-Four Dollars (\$1,436,364.00).

A motion was made by Commissioner Sehorn, seconded by Commissioner Fichtner, to award the Shawnee SW Loop Watermain Loop, Project No. 25-1040-01, to Sooner Site Utility & Construction, LLC in the amount of One Million Four Hundred Thirty-Six Thousand Three Hundred Sixty-Four Dollars (\$1,436,364.00). Motion carried 7-0-0.

AYE: Sehorn, Fichtner, Richter, Matthews, Shuler, Odneal, Stephens

NAY: None

ABSTAIN: None

- b. Shawnee Sewer Bursting FY 26, Project No. 25-119

Director of Engineering Seth Barkhimer announced that two (2) bids were received. He stated that the engineer's estimate prior to bidding was One Million Four Hundred Eighteen Thousand Two Dollars and Fifty Cents (\$1,418,002.50) for the base bid and Eight Hundred Thirty-Eight Thousand Four Hundred Eighty-Seven Dollars and Fifty Cents (\$838,487.50) for the add alternate. The bids received significantly exceeded the available project budget. Staff requests to

reject all bids received and proceed with revising the project scope and priorities to bring the cost within budget before re-advertising.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Sehorn, to approve Staff's recommendation to reject all bids. Motion carried 7-0-0.

AYE: Matthews, Sehorn, Richter, Shuler, Odneal, Stephens, Fichtner

NAY: None

ABSTAIN: None

10. Acknowledge Monthly Sales Tax Report.

Finance Director Kimberly Smith reported sales tax collections are up Forty-Eight Thousand Eight Hundred Sixty-Nine Dollars (\$48,869.00) or Two Point Four Zero Percent (2.40%), above the projected budget year-to-date. She stated that use tax collections are down Twenty-One Thousand Two Hundred Twenty-Three Dollars (\$21,223.00) or One Point Three Seven Percent (1.37%), below the projected budget year-to-date.

11. 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.

12. Commissioners Comments

The Mayor and Commissioners commented on the Georg Fischer ribbon cutting, the upcoming ribbon cuttings for the Shawnee Animal Shelter, Fire Station No. 3, the reopening of Shawnee Hall at Oklahoma Baptist University, and the downtown empty building tour. The following upcoming events were also announced:

- Salvation Army Spaghetti Dinner on October 23, 2025;
- Fall Fest on November 1, 2025;
- United Way GALA November 8, 2025; and
- Christmas parade on December 12, 2025.

13. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:37 p.m.)

ERIC STEPHENS, MAYOR

ATTEST:

LISA LASYONE, MMC
CITY CLERK

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

SEPTEMBER 18, 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 September 18, 2025 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 2:01 P.M. on September 16, 2025. Vice Chairperson Lankford presided and called the meeting to order. Upon roll call, the following members were in attendance.

Vacant
Chairperson

Sherry Lankford
Vice Chairperson

Raymond Lutomski
Committee Member

Absent
Committee Member

Sue Nelson
Committee Member

Chris Johnston
Committee Member

Absent
Commissioner/Committee Member

ABSENT: Kerri Keck and Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the August 21, 2025 regular meeting.

A motion to approve the August 21, 2025 minutes was made by Raymond Lutomski. A 2nd was made by Chris Johnston. Motion carried 4-0.

Aye: Sherry Lankford, Sue Nelson, Chris Johnston, and Raymond Lutomski.

Nay: None

2. Staff Reports

1. A new Rec Aide was hired and staff is currently interviewing for one additional person.

2. Sue Ellen discussed summer 2025 Splash statistics. Committee members were impressed by the number of saves compared to the number of citizens that attended Splash.

3. The cemetery hired one new part-time employee.

4. The September 23rd and 25th tree planting at Wildwood Park has been postponed.

4:10 P.M. Kerri Keck attended the meeting at this time.

3. Discussion of Fall Fest plans and committee member involvement.

Amy Riggins discussed the plans and times for the Fall Fest. She let the committee know there would be different vendors and activities from 12:00 P.M. to 10:00 P.M. with the majority of the family-friendly activities being from 12:00 P.M. to 5:00 P.M. The committee discussed having members help with getting donations of gift cards from local restaurants for give-aways and times that they could help with activities on the day of the event.

4. Artwork Project update

Kerri Keck let the committee know she developed a rough draft of a RFP and gave it to staff to help complete. The committee discussed ideas of a theme for the project and decided to table the discussion until the October meeting. All committee members are encouraged to bring a theme idea for discussion at the October meeting.

5. Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

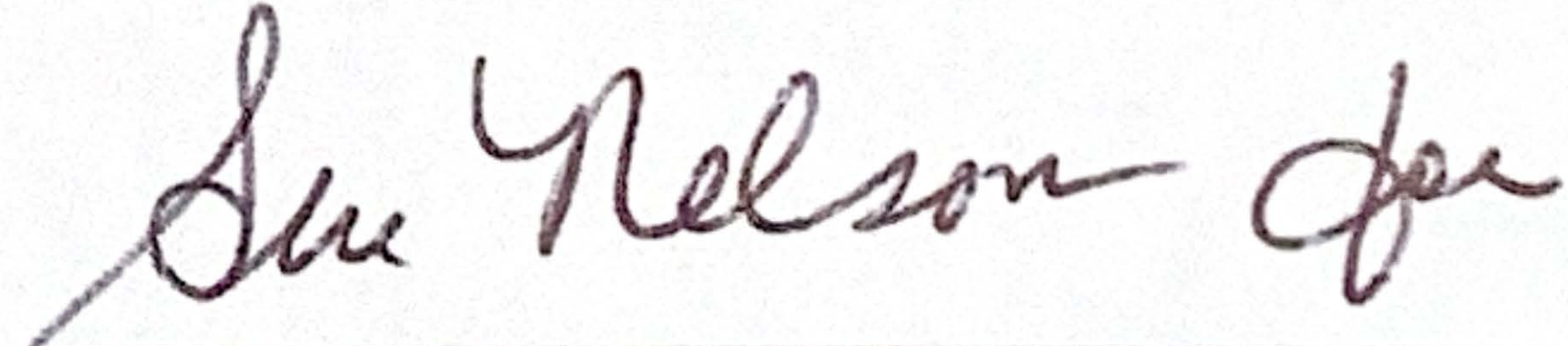
We had no citizen participation at this meeting.

6. Committee Comments

There were no committee comments.

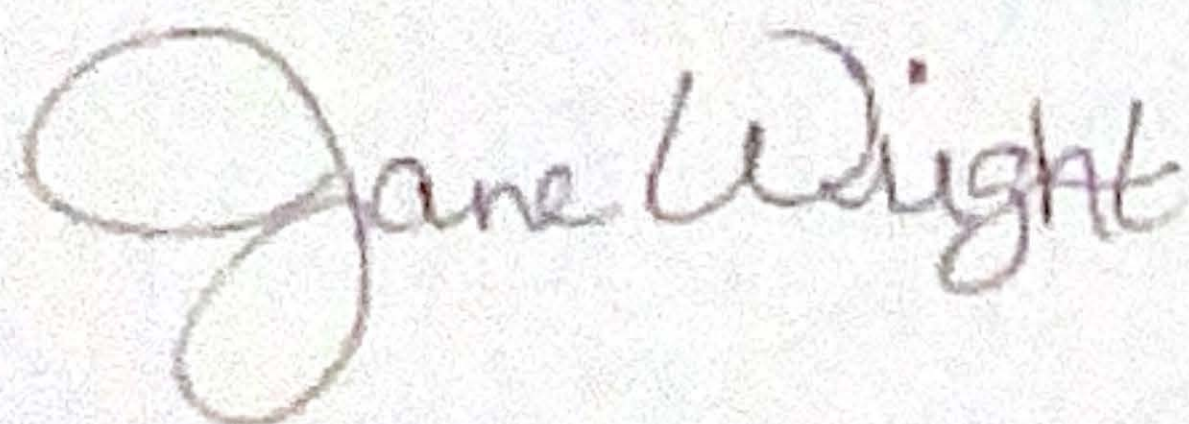
7. Adjournment

The meeting was adjourned at 4:50 P.M.



SHERRY LANKFORD
VICE CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY

Entity Payment

10/01/2025 - 10/31/2025

Payment Date	Name	Payment Type	Receipt #	Payment Amount
10/31/2025	ONE MAIN FINANCIAL #4028	Check	4778	15.00
10/31/2025	\$ - PROCRAFT ELECTRICAL SERVICES	IBX CC	4777	75.00
10/30/2025	BLAZON	Cash	4776	1,500.00
10/29/2025	\$ - C4 POWER SOLUTIONS LLC	IBX CC	4775	100.00
10/29/2025	GARY CARR SERVICE CO	IBX CC	4774	100.00
10/29/2025	\$ - STANFIELD PLUMBING LLC	IBX CC	4773	75.00
10/29/2025	JASON JOBSON	IBX CC	4772	15.00
10/28/2025	TERRI JOHNSON & TROY SUTHERLIN	IBX CC	4771	808.00
10/28/2025	SAFELINK	IBX CC	4770	50.00
10/28/2025	KENNEDY PLUMBING	IBX CC	4769	75.00
10/27/2025	NORMAN PLUMBING CONTRACTORS	IBX CC	4768	75.00
10/27/2025	pending - HOLLOWELL PLUMBING, INC	Check	4767	75.00
10/27/2025	WSM MEP, INC	Check	4766	75.00
10/24/2025	THOMAS E SWEARINGEN, CPA PC	Check	4765	15.00
10/23/2025	JERRY & SHARRON MANKIN	Check	4764	808.00

10/23/2025	J & S HEAT AND AIR	IBX CC	4763	75.00
10/22/2025	PREMIER ELECTRICAL SOLUTIONS	Check	4762	75.00
10/22/2025	PROVIDENTIA L SERVICE	IBX CC	4761	75.00
10/22/2025	MITTEN ROOFING	IBX CC	4760	50.00
10/22/2025	MITTEN ROOFING	IBX CC	4759	50.00
10/22/2025	TOTAL DEMOLITION SERVICES, LLC	IBX CC	4757	75.00
10/21/2025	\$ - EGS DBA TANKCO MEP	Check	4758	100.00
10/21/2025	INSIGHT ELECTRIC	IBX CC	4755	100.00
10/20/2025	JONES AIR CONDITIONIN G AND HEATING SERVICES	IBX CC	4754	100.00
10/20/2025	need inspection - ALCHEMY EVENTS	IBX CC	4753	50.00
10/20/2025	TEMP CO - ALCHEMY SOLON & ESTHETICS LLC	IBX CC	4752	50.00
10/20/2025	CAPITAL FENCING AND CONSTRUCTIO N	Cash	4751	75.00
10/20/2025	RON'S SIGN CO	IBX CC	4750	75.00
10/17/2025	ION DEVELOPER LLC dba ION SOLAR	IBX CC	4749	75.00
10/17/2025	INA M JOHNSON	Check	4748	30.00
10/17/2025	AIRCO SERVICE INC	IBX CC	4747	100.00

10/17/2025	ATLAS ELECTRIC	Check	4746	75.00
10/16/2025	RESCORP	Check	4745	100.00
10/16/2025	EJ'S HEATING AND AIR CONDITIONIN G	IBX CC	4744	100.00
10/16/2025	TRAVELIN TOMS COFFEE OF SHAWNEE	Check	4743	50.00
10/16/2025	KONA ICE OF SHAWNEE	Check	4742	50.00
10/16/2025	ALL TECH HVAC & PLUMBING	IBX CC	4741	75.00
10/16/2025	EIGHTTWENT Y	IBX CC	4740	75.00
10/16/2025	MAYER SOLAR LLC	IBX CC	4739	100.00
10/16/2025	DAVID & JOY GRIFFIN	Cash	4738	808.00
10/16/2025	ADAM BALKEMA	IBX CC	4737	808.00
10/16/2025	HARVEST 5, LLC	Check	4736	1,500.00
10/15/2025	HARBOR FREIGHT TOOLS	IBX CC	4735	15.00
10/15/2025	A-TEAM HEATING COOLING	Check	4734	75.00
10/15/2025	ALL CARE HEATING AND AIR LLC	IBX CC	4733	100.00
10/14/2025	RANDY DAVIS	Cash	4732	808.00
10/14/2025	JIMMY'S EGG - SHAWNEE	Check	4731	905.00
10/14/2025	SANDRA HOWARD & CAMERON BENTLEY	Check	4730	808.00

10/14/2025	GOODWILL INDUSTRIES OF CENTRAL OKLAHOMA	Check	4729	15.00
10/14/2025	BRYAN CHANCE CHRISTOPHER CLEMENS	Check	4728	1,883.00
10/14/2025	INACTIVE - BETTE BENTON C/O ELBERT J BENTON, JR	Check	4727	808.00
10/9/2025	BLACK STAR SERVICES LLC	IBX CC	4726	100.00
10/9/2025	LADONNA K FREEMAN REVOCABLE TRUST u/a/d OCTOBER 29, 2006	Check	4725	808.00
10/9/2025	HOSS ELECTRIC INC	IBX CC	4724	100.00
10/9/2025	MILLER MECHANICAL	Check	4723	100.00
10/9/2025	A 1 Trenching Inc.	IBX CC	4722	100.00
10/8/2025	CLAYTON SIGNS, INC	IBX CC	4721	75.00
10/8/2025	Pending insp - THE UNTAMED PARLOUR	IBX CC	4720	50.00
10/8/2025	Acre Electric	IBX CC	4719	100.00
10/8/2025	NANCE ELECTRIC LLC	Check	4718	100.00
10/7/2025	COMPLETE PLUMBING	Check	4717	75.00
10/7/2025	6-L MECHANICAL LLC	Check	4716	75.00
10/6/2025	COMFORTWO RKS INC	IBX CC	4715	75.00

10/6/2025	HOMESTEAD ELECTRIC	IBX CC	4714	75.00
10/6/2025	DAVID WHITED	Check	4713	15.00
10/6/2025	MONTY & BARBARA GARNER	Check	4712	808.00
10/6/2025	MONTY & BARBARA GARNER	Check	4711	808.00
10/6/2025	EASY WIRELESS	Check	4710	50.00
10/6/2025	JESSE LEWIS INC	Check	4709	75.00
10/3/2025	LESLIE & DOUG LANDWERT	Check	4708	808.00
10/3/2025	ROBERT & KIMBERLY GOODMAN	Check	4707	808.00
10/3/2025	HOMESTEAD STEAKS DBA STAMPEDE	Cash	4706	50.00
10/2/2025	JORDAN TRAMMELL	IBX CC	4705	25.00
10/2/2025	DANNY ODEN ELECTRIC	IBX CC	4704	100.00
10/2/2025	ELLIOT SHULER & GRETA MADSON	IBX CC	4703	808.00
10/1/2025	JESCO ELECTRIC, INC	IBX CC	4702	100.00
10/1/2025	\$ - BAKER BROTHER ELECTRIC, INC	IBX CC	4701	75.00
10/1/2025	PATRICK H & JUDITH HENDERSON, LEVI CAIN WEEMS	Check	4700	808.00
10/1/2025	JACQUALEN SEGER	Check	4699	15.00
10/1/2025	NATURE EASE LLC	Cash	4698	50.00
10/1/2025	RONDA BRADY	Check	4697	15.00

10/1/2025	BEVERAGE LICENSE - HYSENAJ ITALIAN FOOD INC ROMA ITALIAN RESTAURANT	IBX CC	4696	450.00
				21,875.00

Total Records: 82

11/3/2025



Monthly - City Clerk

10/01/2025 - 10/31/2025

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description
20251288	10/31/2025	B - Residential New	3917 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251287	10/31/2025	B - Residential New	3915 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251286	10/31/2025	B - Residential New	3913 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251285	10/31/2025	B - Residential New	3912 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251284	10/31/2025	B - Residential New	3911 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251283	10/31/2025	B - Residential New	3910 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251282	10/31/2025	B - Residential New	3908 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251281	10/31/2025	B - Residential New	3907 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251280	10/31/2025	B - Residential New	3906 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N

20251279	10/31/2025	B - Residential New	3904 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251278	10/31/2025	B - Residential New	3902 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251277	10/31/2025	B - Residential New	3901 NORTHRIDGE RD	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251276	10/31/2025	B - Residential New	1105 CYPRESS CT	DUSTIN SHAFFER	NEW CONSTRUCTIO N
20251275	10/30/2025	B - Residential Multi Family	602 E ADA ST	KEITH SHAW CMS	NEW CONSTRUCTIO N
20251274	10/30/2025	B - Residential Multi Family	602 E ADA ST	KEITH SHAW CMS	NEW CONSTRUCTIO N
20251273	10/30/2025	B - Residential Multi Family	602 E ADA ST	KEITH SHAW CMS	NEW CONSTRUCTIO N
20251272	10/30/2025	F - Operational Permit	4901 N KICKAPOO - 1490	COMMUNITY ART GALLERY - HOWARD S BAIRD	ART & CRAFT SHOW
20251271	10/30/2025	E - Electrical	4018 N AYDELOTTE AVE	MISTY SPARKY	EXISTING
20251270	10/30/2025	B - Residential Multi Family	1206 E CHANDLER ST	KEITH SHAW CMS	NEW CONSTRUCTIO N
20251269	10/30/2025	B - Residential Multi Family	1206 E CHANDLER ST	KEITH SHAW CMS	NEW CONSTRUCTIO N

20251268	10/30/2025	P - Plumbing	1515 N MARKET	DALES PLUMBING	REPLACE EXISTING
20251267	10/30/2025	E - Electrical	1202 CASTLE CREEK	MAYER SOLAR	NEW INSTILATION
20251266	10/30/2025	B - Solar Panels	1202 CASTLE CREEK	MAYER SOLAR	NEW INSTILATION
20251264	10/29/2025	E - Electrical	202 S DIXON	TIMOTHY ROBERTS	REPLACE EXISTING
20251263	10/29/2025	M - Mechanical	415 W OAKLAND	FAMILIA MECHANICAL, LLC	MISCELLANEO US
20251262	10/29/2025	P - Plumbing	2513 N HARRISON AVE	JIMMY'S PLUMBING	REPLACE EXISTING
20251261	10/29/2025	M - Mechanical	4901 N KICKAPOO SUITE 6705	GARY CARR SERVICE CO	NEW INSTALLATIO N
20251260	10/29/2025	P - Plumbing	10 JARROT	STANFIELD PLUMBING	REPLACE EXISTING
20251259	10/29/2025	O - Curb Cut, Driveway and	10 JARROT	STANFIELD PLUMBING	REPLACE EXISTING
20251258	10/29/2025	B - Residential New	39300 CLEARPOND RD (LANDLOCKED)	GARRETT MAPLES HOMES LLC	NEW CONSTRUCTIO N
20251257	10/29/2025	E - Electrical	520 W KIRK	MAYER SOLAR, LLC	NEW INSTILATION
20251256	10/29/2025	B - Solar Panels	520 W KIRK	MAYER SOLAR, LLC	NEW INSTILATION

20251255	10/29/2025	O - Demolition and Moving	425 N LEO	MARY DYER	DEMOLITION
20251254	10/28/2025	P - Plumbing	2225 E HIGHLAND	JIMMY B QUICK	PRESSURE TEST
20251253	10/28/2025	F - Operational Permit	1700 W INDEPENDENCE ST	OUTLAW MOTOR SPORTS	OPERATIONAL PERMIT
20251252	10/28/2025	F - Operational Permit	1700 W INDEPENDENCE ST	OUTLAW MOTOR SPORTS	OPERATIONAL PERMIT
20251251	10/28/2025	O - Paving Cut and Boring	4409 N KICKAPOO	HUDSON TRENCHING	ROAD BORE
20251250	10/28/2025	E - Electrical	10 OAK HOLLOW RD	MARSH ELECTRIC	New Service
20251249	10/28/2025	B - Storm Shelter	1629 N BEARD	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION
20251248	10/28/2025	E - Electrical	4901 N KICKAPOO SUITE 6705	CONCEPT ELECTRIC	BRANCH CIRCUIT WIRING
20251247	10/28/2025	B - Commercial - Remodel	1049 VISION BLVD STE 400	RG BROWN CONSTRUCTION	REMODEL
20251246	10/28/2025	E - Sewer Modification / Extension	4731 N UNION	PROCON LLC	PUBLIC INFRASTRUCTURE MODIFICATION
20251245	10/28/2025	E - Water Modification / Extension	4731 N UNION	PROCON LLC	PUBLIC INFRASTRUCTURE MODIFICATION

20251244	10/28/2025	M - Mechanical	1102 E FAY	Lucky Day HVAC	MECHANICAL
20251243	10/27/2025	P - Plumbing	1226 E EDWARDS ST	VETERAN PLUMBING SERVICES	MISC
20251242	10/27/2025	O - Demolition and Moving	414 S KICKAPOO AVE	WADES SERVICES	DEMOLITION
20251241	10/27/2025	P - Plumbing	3223 N KICKAPOO	COLE PLUMBING	COMPLETE REMODEL
20251240	10/27/2025	E - Electrical	201 W FEDERAL	BARNETT ELECTRICAL	MISC
20251238	10/27/2025	F - Fire Alarm / Smoke Control	301 S KENNEDY	EALES ELECTRONICS CORP	REPLACE EXISTING
20251237	10/27/2025	O - Demolition and Moving	208 S RUTH AVE	MEIER AND SON DEMOLITION	ABATEMENT
20251235	10/27/2025	B - Residential New	801 N LEO LOT 1	DAVID WARNER	MOVE IN
20251231	10/27/2025	B - Residential Mobile Home	801 N LEO LOT 18	DAVID WARNER	MOVE ON
20251230	10/27/2025	B - Residential Mobile Home	801 N LEO LOT 50	DAVID WARNER	MOVE ON
20251229	10/27/2025	B - Residential Mobile Home	801 N LEO LOT 45	DAVID WARNER	MOVE ON
20251228	10/27/2025	E - Electrical	130 S KICKAPOO	CITIZEN POTAWATOMI NATION	REPLACE EXISTING
20251227	10/27/2025	E - Electrical	1937 N KICKAPOO AVE	JDM ELECTRICAL SERVICES, LLC	NEW INSTALLATIO N

20251225	10/27/2025	E - Electrical	705 W 39th st	MAYER SOLAR, LLC	NEW INSTILATION
20251224	10/27/2025	B - Solar Panels	705 W 39th st	MAYER SOLAR, LLC	NEW INSTILATION
20251223	10/27/2025	P - Plumbing	3903 N AYDELOTTE	JERRY SHAVER	PLUMBING
20251222	10/27/2025	P - Plumbing	7109 N KICKAPOO	LUCY & FRED'S UNLIMITED PLUMBING	REMODEL
20251221	10/24/2025	E - Electrical	1602 N Park Ave	JOEY SMITH	ELECTRICAL
20251220	10/24/2025	E - Electrical	2905 N MARKET AVE	ALL PHASE ELECTRIC	REPLACE & UPGRADE
20251219	10/24/2025	B - Residential Remodel	228 W 34TH ST	Rob Alvarado	Remodel
20251218	10/24/2025	F - Burn	2205 COPPER CREEK LN	TINA HANNA	BURN PERMIT
20251217	10/24/2025	B - Commercial -	502 N KICKAPOO	ROBERT & ERIN JONES	REMODEL
20251216	10/23/2025	P - Plumbing	2120 TIMBERS BLVD	AIRCO SERVICE	CHANGE OUT
20251215	10/23/2025	M - Mechanical	7109 N KICKAPOO	J & S HEAT AND AIR	MOVED EXISTING
20251214	10/23/2025	E - Electrical	1027 E WALLACE	MCM ELECTRIC	NEW SERVICE

20251213	10/23/2025	O - Demolition and Moving	4411 N AYDELOTTE	ARBOR TRANSPORT & CONSTRUCTION INC	ABATEMENT
20251212	10/23/2025	E - Electrical	1025 E WALLACE	MCM ELECTRIC	NEW SERVICE
20251211	10/22/2025	E - Electrical	4205 N POTTENGER	MAYER SOLAR, LLC	NEW INSTALLATION
20251210	10/22/2025	B - Solar Panels	4205 N POTTENGER	MAYER SOLAR, LLC	NEW INSTALLATION
20251209	10/22/2025	O - Demolition and Moving	15 E 10TH ST	TOTAL DEMOLITION SERVICES	DEMOLITION
20251208	10/22/2025	E - Electrical	323 S MINNESOTA	Ince Electric	New Service
20251207	10/22/2025	M - Mechanical	228 W 34TH ST	PROVIDENTIA L SERVICE	CHANGE OUT
20251206	10/22/2025	M - Mechanical	301 S KENNEDY	JAMES AIR CONDITIONING & HEATING SERVICES LLC	CHANGE OUT
20251205	10/22/2025	B - Storm Shelter	60 NORTHRIDGE RD	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION
20251204	10/21/2025	B - Storm Shelter	1208 CAMBRIDGE DR	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION

20251203	10/21/2025	F - Firework Display	500 W UNIVERSITY	KEVIN HANNA	FIREWORK DISPLAY
20251202	10/21/2025	F - Firework Display	500 W UNIVERSITY	KEVIN HANNA	FIREWORK DISPLAY
20251201	10/21/2025	E - Electrical	1002 W MACARTHUR ST	EIGHTTWENTY	NEW INSTALLATION
20251200	10/21/2025	B - Solar Panels	1002 W MACARTHUR ST	EIGHTTWENTY	NEW INSTALLATION
20251199	10/21/2025	E - Electrical	415 W OAKLAND	INSIGHT ELECTRIC LLC	ADD ON
20251198	10/20/2025	O - Sign	196 SHAWNEE MALL DR	RON'S SIGN CO	REPLACE EXISTING
20251197	10/20/2025	O - Demolition and Moving	821 S MARKET	CAPITAL FENCING AND CONSTRUCTION	DEMOLITION
20251196	10/20/2025	E - Electrical	319 S MINNESOTA	JACKSON ELECTRICAL CONSTRUCTION LLC	RESET
20251195	10/20/2025	M - Mechanical	1526 N BROADWAY AVE	WATKINS HEATING & AIR CONDITIONING	CHANGE OUT
20251194	10/17/2025	E - Electrical	1610 HAPPY VALLEY	AIRCO SERVICE	NEW INSTALLATION

20251193	10/17/2025	P - Plumbing	1610 HAPPY VALLEY	AIRCO SERVICE	NEW INSTALLATION
20251192	10/17/2025	F - Burn	205 N LEO	CLIFFORD HOELZ	BURN PERMIT
20251191	10/16/2025	M - Mechanical	4901 N KICKAPOO SUITE 6705	RESCORP	REPLACE PREVIOUS HOOD
20251190	10/16/2025	E - Right of Way Easement Agreement	1125 W RIDGEWOOD	ETHAN ACOCK	EASEMENT AGREEMENT
20251189	10/16/2025	B - Residential Remodel	611 N POTTENGER	DAVID HARLIN	REMODEL
20251188	10/16/2025	B - Residential Remodel	1007 E 9TH	ELMER RAMIREZ	ABATEMENT
20251187	10/16/2025	F - Fire Alarm / Smoke Control	14311 US HIGHWAY 177	FIRETROL PROTECTION SYSTEMS	NEW INSTALLATION
20251186	10/15/2025	E - Electrical	2912 CROWN POINT	OKIE SOLAR	NEW INSTALLATION
20251185	10/15/2025	B - Solar Panels	2912 CROWN POINT	OKIE SOLAR	NEW INSTALLATION
20251184	10/15/2025	F - Burn	16408 PATTERSON RD	ANTHONY NUNN	BURN PERMIT
20251183	10/15/2025	M - Mechanical	306 E MACARTHUR	APS FIRE CO	NEW INSTALLATION
20251182	10/15/2025	P - Plumbing	303 S OKLAHOMA	COWBOYS PLUMBING 2.0 LLC	REPLACE EXISTING

20251181	10/15/2025	M - Mechanical	41500 WOLVERINE RD	ALL CARE HEATING AND AIR, LLC	NEW INSTALLATIO N
20251180	10/14/2025	B - Storm Shelter	1003 ASPEN	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATIO N
20251179	10/14/2025	F - Burn	15101 ECKEL RD	ELLIOT SHULER	BURN PERMIT
20251178	10/14/2025	B - Residential New	201 SHAVANO ST	LILLEY SIGNATURE HOMES	NEW CONSTRUCTIO N
20251177	10/14/2025	E - Electrical	1001 N KENNEDY JIM THORPE STADIUM	MARSH ELECTRIC	NEW SERVICE
20251176	10/13/2025	B - Commercial - New	10500 N KICKAPOO AVE	CITY OF SHAWNEE	ACCESSORY BUILDING
20251175	10/10/2025	O - Demolition and Moving	16724 CLEARPOND LN	REDNECK CONSTRUCTIO N & WELDING	DEMOLITION
20251174	10/10/2025	B - Commercial - Remodel	196 SHAWNEE MALL DR	TBD	REMODEL
20251173	10/10/2025	B - Carport	711 N BROADWAY	GARY CELLARS	NEW INSTALLATIO N
20251172	10/9/2025	O - Paving Cut and Boring	4415 TRADITIONAL WAY	B & H BORING	ROAD BORE
20251171	10/9/2025	E - Electrical	13 ROSE LN	HOSS ELECTRIC INC	NEW INSTALLATIO N

20251170	10/9/2025	M - Mechanical	15504 PATTERSON RD	DAVIS AIR & HEAT	NEW INSTALLATION
20251169	10/9/2025	P - Plumbing	13 ROSE LN	LIBERTY PLUMBING & GAS	GAS LINE EXTENSION
20251168	10/9/2025	P - Plumbing	2501 WHISPERING PINE BLVD	LIBERTY PLUMBING & GAS	GAS LINE EXTENSION
20251167	10/9/2025	P - Plumbing	501 TRAILS END DR	A 1 TRENCHING	WATER TAP
20251166	10/9/2025	O - Demolition and Moving	406 N POTTENGER AVE	WADES SERVICES	DEMOLITION
20251165	10/9/2025	O - Demolition and Moving	311 S LINDALE	WADES SERVICES	DEMOLITION
20251164	10/8/2025	E - Electrical	2501 WHISPERING PINE BLVD	LARRISON ELECTRICAL SERVICES	NEW INSTALLATION
20251163	10/8/2025	P - Plumbing	1125 E WALNUT	KAROLY FOTTER	SEWER TAP
20251162	10/8/2025	O - Paving Cut and Boring	1125 E WALNUT	ALL TECH HEATING & AIR	STREET CUT / ROAD BORE
20251161	10/8/2025	B - Residential Add On	1613 HUNTERS RIDGE DR	BAY-MAC EXT & INT	ADD ON
20251160	10/8/2025	E - Electrical	3223 N KICKAPOO	Trey Lavendusky	Remodel
20251159	10/8/2025	M - Mechanical	1104 E WAYNE ST C20	LUCKY DAY	CHANGE OUT

20251158	10/8/2025	E - Electrical	2832 N PARK AVE	NANCE ELECTRIC LLC	UPGRADE
20251157	10/7/2025	P - Plumbing	1302 N MARKET	RED PLAINS PLUMBING	MISCELLANEOUS
20251156	10/7/2025	M - Mechanical	1001 N KENNEDY JIM THORPE STADIUM	INTEGRATED HVAC	NEW INSTALLATION - PRESS BOX
20251155	10/7/2025	O - Paving Cut and Boring	1020 E MACARTHUR ST	Dobson Fiber	Bore application
20251154	10/7/2025	O - Paving Cut and Boring	804 E MIDLAND	B & H construction	Boring & Paving
20251152	10/7/2025	P - Plumbing	1104 E WAYNE ST C20	HARDINS FAMILY PLUMBING	MOBILE HOME - LOT C20
20251151	10/6/2025	O - Paving Cut and Boring	520 W SARATOGA	ARIAS UTILITY, LLC	ROAD BOR
20251150	10/6/2025	P - Plumbing	409 N LEO	Jimmys Plumbing	Miscellaneous
20251149	10/6/2025	P - Plumbing	2 ROSE LN	TOMMY'S PLUMBING LLC	CONNECTED GAS LINE
20251148	10/6/2025	F - Burn	1049 E 39TH	LAWRENCE EPPL	BURN PERMIT
20251147	10/6/2025	PC - Zoning Change	3901 N KICKAPOO	PAUL BASS	RE-ZONE
20251146	10/6/2025	PC - Zoning Change	316 N KIMBERLY AVE	ACOCK PROPERTIES, LLC	RE-ZONE
20251145	10/6/2025	P - Plumbing	1222 CAROL DR	STANLEY PLUMBING	METER RESET

20251144	10/6/2025	P - Plumbing	1021 N BROADWAY	DALES PLUMBING	REPLACE EXISTING
20251143	10/6/2025	M - Mechanical	1150 N HARRISON AVE	TRI-COUNTY	CHANGE OUT
20251142	10/6/2025	M - Mechanical	2225 E HIGHLAND	American Air Conditions and heating	Heat/Air Complete Service
20251141	10/3/2025	O - Paving Cut and Boring	126 N PESOTUM	B & H CONSTRUCTION	STREET CUT
20251140	10/2/2025	E - Electrical	1001 N PENNSYLVANIA	DANNY ODEN ELECTIC	doeco@live.co m
20251139	10/2/2025				
20251138	10/2/2025	M - Mechanical	501 N BROADWAY	Fred Akin/Sunbelt	Heat/ Air System new
20251137	10/2/2025	P - Plumbing	5 BINGHAM CT	dales plumbing	gas test
20251136	10/2/2025	P - Plumbing	937 E HAYES	DALES PLUMBING	SERVICE LINE
20251135	10/1/2025	E - Electrical	13 W 45TH ST SUITE 100	BLACK STAR ELECTRICAL SERVICES	REMODEL
20251134	10/1/2025	E - Electrical	1829 N KICKAPOO	JESCO ELECTRIC	BRANCH CIRCUIT WIRING, MISC
20251133	10/1/2025	F - Burn	536 N POTTENGER AVE	RENATA MONTGOMERY	BURN PERMIT
20251132	10/1/2025	B - Residential New	1836 N MARKET	JAKE CLANIN	NEW CONSTRUCTION

20251114	10/1/2025				
20251051	10/1/2025				

Total Records: 151



APPLICATION TO SERVE
Boards, Committees, and Commissions

- ☐ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Joseph Szczepanski</u>	Application Date: <u>10/16/2025</u>
Address: <u>2205 Bent tree rd Shawnee, Ok 74804</u>	
Mailing Address: _____	
Daytime Phone: <u>4053684549</u>	Email: <u>jszczepanski@gpkubota.com</u>
Profession: <u>Sales Professional</u>	
Business Name: <u>Great Plains Kubota</u>	
Business Address: <u>14280 US-177, Shawnee, OK 74804</u>	
Business Phone: <u>4052754455</u>	Email: <u>jszczepanski@gpkubota.com</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

How many years have you lived in Shawnee? 13

Do you currently serve on a City board, committee, or commission? Yes ☐ No ☒

If so, please list the board/committee/commission: _____

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board ☐ Board of Adjustment (Zoning) ☐ Housing Authority ☐ Library Board ☐ Oklahoma Baptist University Trust Authority ☐ Planning Commission ☐ Shawnee Arts and Culture Commission	☒ Shawnee Beautification, Parks, and Recreation Committee ☐ Shawnee Civic and Cultural Development Authority ☐ Shawnee Hospital Authority ☐ Shawnee Senior Citizens Advisory Board ☐ Shawnee Urban Renewal Authority ☐ Other _____
--	--

Why are you interested in serving on the Board/Committee/Commission selected above?
To help see the city of shawnee grow specfically for young families

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

My wife is a school teacher in the city of Shawnee and we have young children of our own that we love to take to the parks here

What civic or volunteer activities (if any) are you currently involved in?

List education, including degree(s) earned:

Oklahoma baptist University

Have you ever served on a City-appointed board/committee/commission before? no

If so, which ones and for how long did you serve?

Have you ever been charged and/or convicted of a felony? no

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? no

If so, please explain:

Please include up to three personal or professional references:

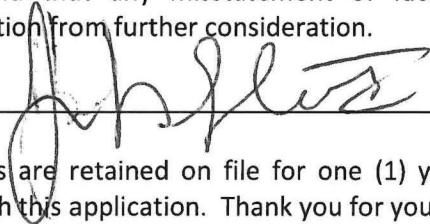
Name	Relationship	Telephone Number
Oj Price	Ex Manger	4056945272
Kyle Parsons	Co worker	4056407623
Garrett Roberts	Co worker	4056952422

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature



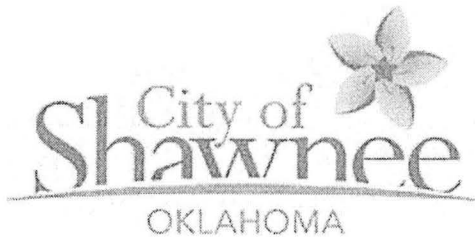
Date

10/16/25

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

City of Shawnee, Attn: City Clerk, PO Box 1448, Shawnee, OK 74802 or CityClerk@shawneeok.org



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☐ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Raymond Burrell</u>	Application Date: <u>10-15-2025</u>
Address: <u>15511 Perry Road Shawnee, OK 74801</u>	Date of Birth: <u>11-09-1970</u>
Mailing Address: _____	
Daytime Phone: <u>(405) 812-6022</u>	Fax: _____ Email: <u>soda404@yahoo.com</u>
Profession: <u>Retired</u>	
Business Name: _____	
Business Address: _____	
Business Phone: _____ Fax: _____ Email: _____	

Do you live within the City Limits of the City of Shawnee? ☒ Yes or No (please circle)

Do you currently serve on a City board, committee or commission? ☒ Yes or No (please circle)

If so, please list the board/committee: SURA

How many years have you lived in Shawnee? 6 months

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board ☐ Arts and Culture Commission ☐ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☐ Community Service Contract Review Committee ☐ Housing Authority ☐ Library Board	☐ Oklahoma Baptist University Trust Authority ☐ Parks and Recreation Committee ☒ Planning Commission ☐ Senior Citizens of Shawnee Board ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other _____
--	---

Why are you interested in serving on the Board/Committee/Commission selected above?

History of construction

Revised March 2, 2021

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

Construction experience in elevator trade

What civic or volunteer activities (if any) are you currently involved in?

List education, including degree(s) earned:

NETP school

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

SURA

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Same as SURA

Name	Relationship	Telephone Number

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature

[Signature]

Date

10-15-2025

Revised March 2, 2021

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Revised March 2, 2021



APPLICATION TO SERVE
Boards, Committees, and Commissions

- ☐ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Susan Morris</u>	Application Date: <u>10/12/2025</u>
Address: <u>1307 Windsor Place</u>	
Mailing Address: <u>S/A</u>	
Daytime Phone: <u>405 919 6423</u>	Email: <u>oklakiddo@aol.com</u>
Profession: <u>Retired</u>	
Business Name: <u>N/A</u>	
Business Address: <u>N/A</u>	
Business Phone: <u>N/A</u>	Email: <u>N/A</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

How many years have you lived in Shawnee? 45

Do you currently serve on a City board, committee, or commission? Yes ☐ No ☒

If so, please list the board/committee/commission: _____

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board	☐ Shawnee Beautification, Parks, and Recreation Committee
☐ Board of Adjustment (Zoning)	☐ Shawnee Civic and Cultural Development Authority
☐ Housing Authority	☐ Shawnee Hospital Authority
☐ Library Board	☐ Shawnee Senior Citizens Advisory Board
☐ Oklahoma Baptist University Trust Authority	☐ Shawnee Urban Renewal Authority
☐ Planning Commission	☐ Other _____
☒ Shawnee Arts and Culture Commission	

Why are you interested in serving on the Board/Committee/Commission selected above?

I've seen how art encourages learning, community participation, and pride in local heritage.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I have many, many years of crafting working with a variety of materials including reed, ink, paper, watercolor, ceramics, threads and yarn, As a retired volunteer, I have time for meetings and activities of the group

What civic or volunteer activities (if any) are you currently involved in?

Greeter and Usher at Emmanuel Episcopal Church; Emmanuel Stained Glass tour; Homeless roundtable;

Built Environment Committee

List education, including degree(s) earned:

Masters in Psychological Tests and Measurements, 1981

Bachelors in Sociology Geography/City Planning 1973

Have you ever served on a City-appointed board/committee/commission before? Yes

If so, which ones and for how long did you serve?

Yes, a term on the Airport Advisory Board

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Father Tom Dalman	Priest	
Judge John and Diane Canavan	Friends	
Sherry Lankford	Friend	

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Susan Morris

Date 10/12/2025

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

City of Shawnee, Attn: City Clerk, PO Box 1448, Shawnee, OK 74802 or CityClerk@shawneeok.org



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

Date: November 17, 2025
To: Board of City Commissioners
From: Kimberly Hoover, Finance Director
Subject: Budget amendments for Fiscal Year 2025 – 2026:

Background: A total budget amendment in the amount of \$289,601.42 should be considered.

Capital Improvement Fund– The Heart of Oklahoma Exposition Center received a check from OMAG for the skid steer. The City Staff is recommending the amount be transferred to Capital Outlay – Equipment. The amount of the appropriation is as follows:

- \$27,373.70 – Capital Outlay – Equipment

Capital improvement Fund– The Shawnee Fire Department received money for the sale of a vehicle. At the October 20, 2025, meeting, a budget amendment was approved to transfer only the costs of the purchase of a new vehicle. The City Staff is requesting to transfer the remaining balance to Capital Outlay – Equipment to use for outfitting the new truck. The amount of the appropriation is as follows:

- \$112,227.72 – Capital Outlay – Equipment

Donations Fund– The City of Shawnee is receiving funds from Pottawattamie County to be used for the Christmas Festivities. The City Staff is requesting to transfer the funds to Other Contractual Services to be used for the festivities. The amount of the allocation is as follows:

- \$150,000.00 – Other Contractual Services

Financial Impact: See attached budget amendments.

Attachments:

Staff Recommendation: Approval of all budget amendments.

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	(38,718.57)	(27,373.70)	(11,344.87)
				Total	(38,718.57)	(27,373.70)	(11,344.87)

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
301	5-1210-54500			CAPITAL OUTLAY - EQUIPMENT	-	27,373.70	27,373.70
					-	-	-
					-	27,373.70	27,373.70

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate monies received from OMAG to transfer to Capital Outlay - Equipment, Expo for expenditures in FY26.

Approved:

Mayor _____

Attest: _____

City Clerk

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
301	48220			OTHER MISC REVENUE	(112,227.72)	(112,227.72)	-
				Total	(112,227.72)	(112,227.72)	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
301	5-0720-54500			CAPITAL OUTLAY - EQUIPMENT	481,769.66	112,227.72	593,997.38
					-	-	-
					-	-	-
					481,769.66	112,227.72	593,997.38

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate monies from the sale of surplus to transfer into Capital Outlay - Equipment for the Fire Department expenditures in FY26.

Approved:

Mayor _____

Attest: _____

City Clerk _____

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

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	44000			DONATIONS AND GIFTS	-	150,000.00	(150,000.00)
				Total	-	150,000.00	(150,000.00)

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
706	5-0110-53300			COMMUNITY SERVICE CONTRACTS	-	150,000.00	150,000.00
					-	-	-
					-	150,000.00	150,000.00

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate monies received for Christmas Festivities for expenditures in FY26.

Approved:

Mayor _____

Attest: _____

City Clerk

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: 10/14/2025	License No.: 6946
Type:	☐ Renewal ☒ Transfer
Commission Meeting Date:	11/17/2025
Property Address	33705 Belcher Rd
Lake Site Location	Damron Tract, Lot 2
Lease Dates	11/17/2025 - 11/17/2055
Lease Fee	\$808.00
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No
Lessee (Transfer To)	
Name(s)	Bryan Chance Christopher Clemens
Address	5650 Old Town St, Newalla, OK 74857
Email	chanceclemens88@gmail.com
Phone	405.823.9497
Current Lessee (Transfer From)	
Name(s)	Elbert Benton
Address	21641 SE 90th St, McLoud, OK 74851
Email	bentontaxok52@yahoo.com
Phone	405.694.1055 / 405.273.7624
Inspection Information	
Inspection Required	☒ Yes ☐ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic	☒ Conventional ☐ Aerobic
Last Inspected / Pumped	to be collapsed prior to inspection ✓ 11.4.25
Miscellaneous Comments	Yearly fee - \$808 Transfer fee - \$1000.00 Inspection fee - \$75.00
Fees Collected	\$1883.00 - Check 1026



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 # 6946 TRACT NAME Damron LOT # 2

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease was made and entered into in duplicate this date of 11/17/2025 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

BRYAN CHANCE CHRISTOPHER CLEMENS,
5650 OLD TOWN ST
NEWALLA, OK 74857

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:

33705 BELCHER RD

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



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

Date: November 17, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Assistant City Manager | Director of Engineering
Subject: Approval of a Lease Agreement for the Southwest Loop Waterline project impacting property located at 723 South Leo Street.

Background: The City of Shawnee recently entered into an agreement with Michael W. and Cathy Barksdale to exchange a right-of-way easement for a lease of City-owned property located at 723 South Leo Street. The easement granted by the Barksdales provides the City with a critical corridor for public utilities, specifically for the SW Loop project. In return, the City has authorized a lease allowing the Barksdales to use a portion of City property for agricultural or recreational purposes for a ten-year term, subject to renewal by mutual agreement.

This exchange provides two key benefits to the City. First, the City obtains a permanent easement that supports its ongoing utility and infrastructure efforts without incurring a direct purchase cost. Second, by leasing the property, the Barksdales have agreed to assume full responsibility for maintaining the site, including clearing storm debris and performing general upkeep, which relieves the City of maintenance obligations for this area. The property will remain under City ownership, but it will now be maintained and kept in usable condition by the lessees throughout the lease term.

The agreement maintains clear protections for the City, including indemnification from liability and retention of all governing authority. Importantly, the lease may be terminated by the City Commission in the event of default or as otherwise provided by the terms of the agreement, ensuring that control of the property ultimately remains with the governing body. This arrangement represents a practical and mutually beneficial exchange that enhances the City's infrastructure capabilities while reducing maintenance responsibilities and preserving long-term flexibility in property management.

Staff recommends the City Commission acknowledge and approve the executed lease and easement exchange agreement between the City of Shawnee and Michael W. and Cathy Barksdale as presented.

Financial Impact: N/A

Attachments: Dockery Lease, Exhibits

Staff Recommendation: Approval of the item.

LEASE AGREEMENT

This Lease Agreement (this "Agreement") is made and entered into this _____ day of _____, 2025, effective as of _____, 2025, by and between the City of Shawnee, Oklahoma (hereinafter the "City"), and Michael W. & Cathy Barksdale, of Shawnee, Oklahoma (hereinafter the "Lessees") (both of whom are referred to herein as the "Parties").

1. The Property. For and in consideration of the prompt payment of the Rent by Lessees as hereinafter provided, and the performance by Lessees of the covenants regarding sale as hereinafter set forth, City does hereby lease to Lessees, and Lessees hereby leases from City, the real property and premises located at 723 South Leo Street, Shawnee, Oklahoma 74801, more particularly described as:

The North 426 feet of the West 1185 feet of Lot 1, Left Bank of the North Canadian River, lying within the Northwest Quarter (NW/4) of Section 25, Township 10 North, Range 3 East of the Indian Meridian, more particularly described as follows:

Beginning at the Northwest Corner (NW/c) of said Lot 1, the same being the Northwest Corner (NW/c) of said Section 25; thence in an easterly direction along the North line of said Lot 1 a distance of 1185 feet to the West right-of-way line of the U.S. Highway No. 270; thence South along said West right-of-way line of U.S. Highway No. 270 a distance of 426 feet; thence in a westerly direction along and parallel to the North line of said Lot 1 a distance of 1185 feet to the West line of said Lot 1; thence in a northerly direction along the West line of said Lot 1 a distance of 426 feet to the Point of Beginning, containing 11.6 acres, more or less;

together with all structures, improvements, and the appurtenances thereunto belonging, subject to the terms and conditions hereof.

2. Term. The term of this Lease shall commence on _____, 2025, and shall end on _____, 2035. The term may be extended upon a separate, subsequent agreement between the Parties.

3. Right of First Refusal for Purchase. Tenant shall have the right of first refusal to purchase the Property on the following terms and conditions: If, at any time during the Term of this Lease, Landlord receives a bona fide offer from a third party to purchase the Property (or any portion thereof containing the Building), Landlord shall provide Tenant with written notice of such offer, including all material terms and conditions (the "Offer Notice"). Tenant shall have thirty (30) days from receipt of the Offer Notice to notify Landlord in writing of Tenant's election to purchase the Property on the same terms and conditions as set forth in the Offer Notice. If Tenant elects to purchase the Property, the parties shall proceed to close the transaction within sixty (60) days from Tenant's election, subject to customary closing conditions. If Tenant does not elect to purchase the Property within the specified period, Landlord may proceed to sell the Property to the third party on terms no more favorable than those offered to Tenant. If the sale to the third party is not consummated within one hundred twenty (120) days after Tenant's refusal, any subsequent offer shall be subject to Tenant's right of first refusal as set forth herein.

4. Rent, Payments, Utility Deposit. In lieu of periodic rent payments for the use and enjoyment of the Property by Lessees, the consideration for this agreement shall be the conveyance of a right-of-way easement to the City on a separate and distinct property as described in Exhibits A and B, attached hereto.

5. Utility Charges. Lessees shall pay for any utility services necessary for use and occupancy of the Property. Lessees shall make arrangements with the supplier of each of the above utility services for inception of service in Lessees' name.

6. Taxes and Insurance. City shall be responsible for the payment of any Ad Valorem taxes or similar obligations on the Property. Lessees shall be responsible for the payment of premiums for hazard insurance coverage for the Property and for insurance covering their own personal property.

7. Quiet Enjoyment. City covenants that Lessees shall peacefully and quietly have, hold and enjoy the Property for the agreed term so long as Lessees is not in default hereunder.

8. Condition of the Property. Lessees have inspected and know the condition of the Property and accept the Property and improvements thereon in their existing condition on the commencement of the term, “as is-where is”, without warranty as to fitness or condition for any particular purpose.

9. Use of Property. Lessees hereby agree to occupy the Property for agricultural purposes or for such recreational purposes as are suitable for the nature of the Property or its usage prior to the adoption of this lease agreement. No other person shall sublease or occupy the Property without the prior written consent of City.

10. Care of Property, Improvements. Lessees agree to perform general maintenance and repair to any structures upon the Property as needed. Lessees may make any improvements or fixtures to be affixed to the Property during the lease term, which shall not require the prior written approval of City, and any such improvements or fixtures shall remain a part of the Property.

a) Clearance of Storm Debris and Rehabilitation of Premises: Lessees further agree to repair the Property to a safe and usable condition, including by clearing any and all storm debris and other hidden dangers as may be currently located on the Property.

11. Indemnification of City. Lessees will indemnify and hold City harmless of and from any loss or damage to any personal property belonging to Lessees or any of Lessees’ guests or occupants, or for any injuries to Lessees or any of Lessees’ guests, customers or invitees. Lessees are required to secure Lessees’ own insurance against the above casualties or losses. Lessees specifically agree to relinquish all liability of the City for any injuries resulting from compliance with Paragraph 9 of this Agreement and to indemnify City for any third-party claims arising from such compliance.

12. Default. If default is made in the performance of or compliance with any other term or condition hereof and not cured within thirty (30) days from City’s written notice thereof, this Lease, at the option of City, shall terminate, the Rent shall be forfeited, and City may re-enter the Property.

13. Captions. The captions, headings, and arrangements used in this Agreement are for convenience only and do not in any way affect, limit, amplify, or modify the terms and provisions hereof.

14. Number and Gender of Words. Whenever herein the singular number is used, the same shall include the plural where appropriate, and vice versa, and words of any gender shall include each other gender where appropriate.

15. Notices. Each notice, demand, request, and other communication required or permitted hereunder shall be in writing and shall be deemed to be delivered if delivered in person, if mailed by United States Certified Mail, Return Receipt Requested, Postage Prepaid, or private contract carrier against signed delivery receipt, on the date evidenced by the signed receipt, or the date upon which the Postal Service or carrier certifies that delivery has been refused by the addressee or is otherwise deemed impossible, addressed to the party to be notified at the address stated below:

If to Lessees: Michael and Cathy Barksdale

If to City: City of Shawnee
16 W. 9th Street,
Shawnee, Oklahoma 74801

16. Governing Law. This Agreement is being executed and delivered in the State of Oklahoma, and the laws of such state shall govern the validity, construction, enforcement, and

interpretation hereof and of the obligations, liabilities, rights, remedies, powers and privileges of the parties hereto.

17. Attorney's Fees, Costs. Should either of the Parties file suit in District Court to enforce any of the terms, covenants, conditions or provisions of this Agreement, the prevailing party shall be entitled to recover their reasonable attorney's fees and court costs.

18. Time of the Essence. It is expressly agreed by the parties hereto that time is of the essence with respect to this Agreement and all terms and provisions herein.

19. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and may not be modified or amended except by a written instrument executed by both Parties.

20. Binding Effect. This Agreement shall be binding on the Parties hereto and their respective heirs, representatives, successors and assigns.

EXECUTED the date and year first written hereinabove.

LESSOR:

For the City of Shawnee

LESSEES:

MICHAEL BARKSDALE

LESSEES:

CATHY BARKSDALE

Return to:
City of Shawnee
City Clerk
PO Box 1448
Shawnee, OK 74802

EXHIBIT A

I-2025-013262
PG 1 OF 3
POTTAWATOMIE OKLAHOMA
RAESHEL FLEWALLEN, COUNTY CLERK
10-23-2025 AT 1:23 PM
FEES: \$22.00

RIGHT OF WAY UTILITY EASEMENT AGREEMENT

This Right of Way Utility Easement Agreement made and entered into this 20th day of October, 2025, by Michael W. & Cathy Barksdale, ("Grantors") in favor of The City of Shawnee, Oklahoma, located at 16 W. 9th Street, Shawnee, Oklahoma 74801 ("Grantee") (collectively referred to herein as "the Parties").

WITNESSETH:

WHEREAS, Grantors is the record owner of and in possession of the following described real property, to-wit:

(Legal Description of Easement Property)

A variable width strip of land being a part of the West Half of the Southwest Quarter of Section Twenty-Four, Township Ten North, Range Three East of the Indian Meridian (W/2SW/4 Sec. 24-T10N-R3E, I.M), Pottawatomie County, Oklahoma, being more particularly described as follows: The north and east twenty feet of the property owned by the Michael and Cathy Barksdale, intending to be the 20 feet adjacent to the existing Right-of-way for US 177 / US 270 interchange with Farrall Street widening to 60 feet at the south property line on an extension of the sixty-foot-wide easement to the south as shown:
Said tract contains 0.775 acres (33,775 square feet), more or less.

WHEREAS, Grantors agrees to grant Grantee a Right of Way Utility Easement over, under, and across the Easement Property as more fully described below.

NOW THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do mutually understand and agree as follows:

1. Grantors does hereby grant, bargain, sell and convey to Grantee and its' respective successors and assigns, a right of way utility easement, over, under, and across the Easement Property as more fully described as follows to wit:

(Legal Description of Easement Property)

A variable width strip of land being a part of the West Half of the Southwest Quarter of Section Twenty-Four, Township Ten North, Range Three East of the Indian Meridian (W/2SW/4 Sec. 24-T10N-R3E, I.M), Pottawatomie County, Oklahoma, being more particularly described as follows: The north and east twenty feet of the property owned by the Michael and Cathy Barksdale, intending to be the 20 feet adjacent to the existing Right-of-way for US 177 / US 270 interchange with Farrall Street widening to 60 feet at the south property line on an extension of the sixty-foot wide easement to the south as shown:
Said tract contains 0.775 acres (33,775 square feet), more or less.



2. Grantors does hereby grant, bargain, sell, alien, convey and confirm unto Grantee, its successors, successors-in-title and assigns, a perpetual utility easement on, over, through, across, and under the Easement Area for purposes of installing, operating, using, repairing, maintaining, and replacing any utility lines, wires, cables, pipes, equipment and related utility facilities (collectively the "Utility Facilities"), including, without limitation, electric, gas, sewer, telephone, communications, cable and water utility facilities.

3. Grantors hereby reserve the right to use the Easement Property and further reserve the right to grant additional easements across the Easement Property to third parties.

4. The Parties, their respective heirs, successors or assigns, shall not place or erect a fence, gate or other barrier over and across or otherwise interfere with the Right of Way Easement Property that will interfere with the rights granted and reserved herein.

5. This *Right of Way Utility Easement Agreement* herein, along with its other rights, benefits, duties, and obligations created and established herein, constitutes the entire understanding between the Parties.

6. The benefits and burdens of the Use of Easement granted herein shall run with the land described above, so long as the Utility Facility remains in operational use for the purposes stated above, and shall be binding upon the Parties hereto and their successors and assigns, forever.

7. By executing this Agreement, the Parties agree to the terms conditions and obligations contained therein and further agree to be bound by same.

Executed the day and year first above written.

(GRANTORS)

(GRANTEE)-CITY OF SHAWNEE

Michael Barksdale

Eric D. Stephens
Mayor of the City of Shawnee

Cathy Barksdale

(GRANTORS)

STATE OF OKLAHOMA

)

) SS

COUNTY OF POTTAWATOMIE

)

Before me, in and for said County and State, on this 20th day of October, 2025, personally appeared Michael Barksdale and Cathy Barksdale on behalf of the City of Shawnee, known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their voluntary acts and deeds for the uses and purposes therein set forth.



Ami Quary
Notary Public
Commission No. 23007880
My Commission Expires: 06/09/2027

(GRANTEE)

STATE OF OKLAHOMA

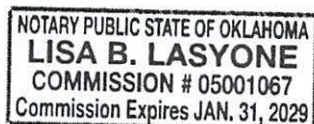
)

) SS

COUNTY OF POTTAWATOMIE

)

Before me, in and for said County and State, on this 20th day of October, 2025, personally appeared Eric Stephens and _____ on behalf of the City of Shawnee, known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their voluntary acts and deeds for the uses and purposes therein set forth.



Lisa B. Lasyone
Notary Public
Commission No. 05001067
My Commission Expires: 01-31-2029

Return to:
City of Shawnee
City Clerk
PO Box 1448
Shawnee, OK 74802

EXHIBIT B

I-2025-013263
PG 1 OF 3
POTTAWATOMIE OKLAHOMA
RAESHEL FLEWALLEN, COUNTY CLERK
10-23-2025 AT 1:23 PM
FEES: \$22.00

RIGHT OF WAY UTILITY EASEMENT AGREEMENT

This Right of Way Utility Easement Agreement made and entered into this 20th day of October, 2025, by Michael W. & Cathy A Barksdale, ("Grantors") in favor of The City of Shawnee, Oklahoma, located at 16 W. 9th Street, Shawnee, Oklahoma 74801 ("Grantee") (collectively referred to herein as "the Parties").

WITNESSETH:

WHEREAS, Grantors is the record owner of and in possession of the following described real property, to-wit:

(Legal Description of Easement Property)

A sixty-foot wide (60') strip of land being a part of the West Half of the Northwest Quarter of Section Twenty-Five, Township Ten North, Range Three East of the Indian Meridian (W/2 NW/4 Sec. 25-T10N-R3E, I.M.), Pottawatomie County, Oklahoma, being more particularly described as follows:

The east sixty feet of the property owned by Michael and Cathy Barksdale, intending to be 60 feet west of and adjacent to the existing Right-of-way for US 177/US 270/ OK SH 3:
Said tract contains 0.883 acres (38,469 square feet). More or less.

WHEREAS, Grantors agrees to grant Grantee a Right of Way Utility Easement over, under, and across the Easement Property as more fully described below.

NOW THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do mutually understand and agree as follows:

1. Grantors does hereby grant, bargain, sell and convey to Grantee and its' respective successors and assigns, a right of way utility easement, over, under, and across the Easement Property as more fully described as follows to wit:

A sixty-foot wide (60') strip of land being a part of the West Half of the Northwest Quarter of Section Twenty-Five, Township Ten North, Range Three East of the Indian Meridian (W/2 NW/4 Sec. 25-T10N-R3E, I.M.), Pottawatomie County, Oklahoma, being more particularly described as follows:

The east sixty feet of the property owned by Michael and Cathy Barksdale, intending to be 60 feet west of and adjacent to the existing Right-of-way for US 177/US 270/ OK SH 3:
Said tract contains 0.883 acres (38,469 square feet). More or less.



2. Grantors does hereby grant, bargain, sell, alien, convey and confirm unto Grantee, its successors, successors-in-title and assigns, a perpetual utility easement on, over, through, across, and under the Easement Area for purposes of installing, operating, using, repairing, maintaining, and replacing any utility lines, wires, cables, pipes, equipment and related utility facilities (collectively the "Utility Facilities"), including, without limitation, electric, gas, sewer, telephone, communications, cable and water utility facilities.

3. Grantors hereby reserve the right to use the Easement Property and further reserve the right to grant additional easements across the Easement Property to third parties.

4. The Parties, their respective heirs, successors or assigns, shall not place or erect a

fence, gate or other barrier over and across or otherwise interfere with the Right of Way Easement Property that will interfere with the rights granted and reserved herein.

5. This *Right of Way Utility Easement Agreement* herein, along with its other rights, benefits, duties, and obligations created and established herein, constitutes the entire understanding between the Parties.

6. The benefits and burdens of the Use of Easement granted herein shall run with the land described above, so long as the Utility Facility remains in operational use for the purposes stated above, and shall be binding upon the Parties hereto and their successors and assigns, forever.

7. By executing this Agreement, the Parties agree to the terms conditions and obligations contained therein and further agree to be bound by same.

Executed the day and year first above written.

(GRANTORS)

(GRANTEE)-CITY OF SHAWNEE

Michael Barksdale

Eric D. Stephens
Mayor of the City of Shawnee

Cathy Barksdale

(GRANTORS)

STATE OF OKLAHOMA

)

) SS

COUNTY OF POTTAWATOMIE

)

Before me, in and for said County and State, on this 20th day of October 2025, personally appeared Michael Barksdale and Cathy Barksdale on behalf of the City of Shawnee, known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their voluntary acts and deeds for the uses and purposes therein set forth.



Ami Quary
Notary Public
Commission No. 23007880
My Commission Expires: 06/09/2027

(GRANTEE)

STATE OF OKLAHOMA

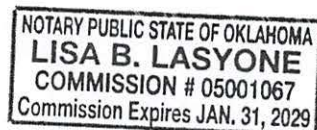
)

) SS

COUNTY OF POTTAWATOMIE

)

Before me, in and for said County and State, on this 20th day of October 2025, personally appeared Eric Stephens and _____ on behalf of the City of Shawnee, known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their voluntary acts and deeds for the uses and purposes therein set forth.



Lisa B. Lasyone
Notary Public
Commission No. 05001067
My Commission Expires: 01-31-2029



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

Date: November 17, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Assistant City Manager | Director of Engineering
Subject: Acknowledgment of Change Order No. 1 for Walnut Water Line project.

Background: The Walnut Street Waterline Improvements project was awarded to Accuracy Underground on July 14, 2025, in the amount of \$690,846.00. During construction submittal review, it was determined that the bid documents specified Iron Pipe Size (IPS) polyethylene pipe rather than the Ductile Iron Pipe Size (DIPS) polyethylene pipe used throughout the City's water distribution system. Because IPS and DIPS pipes differ in outside diameter and fittings, the City requested that the contractor substitute DIPS pipe to maintain system compatibility and consistency with City standards. The proposed change increases the contract amount by \$32,000.00 and will ensure that the completed improvements are fully compatible with existing City infrastructure and long-term maintenance practices.

Financial Impact: \$32,000; from ARPA Fund, 304-5-1040-54200; Proj. No. 24-1040-03

Attachments: CO1 - Walnut Street Waterline - Executed

Staff Recommendation: Approval of the item.

CONTRACT CHANGE ORDER

Change Order Number: One
 Date: October 14, 2025
 Bid Number: ARP-23-0092-DG

Project Name: Walnut Street Waterline
Replacement

Contractor: Accuracy Underground LLC
 Address: 9139 S 425 RD
Inola, Oklahoma 74036-5367
 Phone: 970-590-9467
 Fax: _____

Engineer: Cowan Group Engineering
 Address: 7100 N. Classen, Suite 500
OKC, OK 73116
 Phone: 405-463-3369
 Fax: _____

Owner (Grantor): City of Shawnee
 Address: 16 W 9th Street
Shawnee, Oklahoma 74801
 Phone: 405-273-1960
 Fax: _____

THE FOLLOWING CHANGES ARE HEREBY AMENDED INTO THE CONTRACT PLANS AND SPECIFICATIONS:						
ITEM	DESCRIPTION	UNIT	UNIT PRICE	CONTRACT QUANTITY	AMENDED QUANTITY	COST
Base Bid Item No.						
						\$0.00
						\$0.00
						\$0.00
						\$0.00
New Item No.						
CO 1.1	DIPS PIPE CHANGE	LS	\$27,380.00	0.00	1.00	\$27,380.00
CO 1.2	DIPS FITTING CHANGE	LS	\$4,620.00	0.00	1.00	\$4,620.00
Net Change Order Amount						\$32,000.00
Original Contract Amount						\$690,846.00
Total of Previous Change Order(s)						
Total Contract Amount To Date						\$722,846.00

Amendment \$0.00 0.0%
 New Items \$32,000.00 4.6%
 This Change Order \$32,000.00

Extend Contract Time by 41 Days

Justification:	DIPS piping size is required and was not clear in the bid documents. Pipe change sizing required additional costs to update the order and type of pipe.

CONTRACT CHANGE ORDER

Change Order Number: One
Date: October 14, 2025
Bid Number: ARP-23-0092-DG
Project Name: Walnut Street Waterline
Replacement



RECOMMENDED: Michael Taylor
Engineer Signature

BY: Michael Taylor, P.E.
Printed Name

ACCEPTED: [Signature]
Contractor Signature

BY: Clay Shoop
Printed Name

APPROVED: [Signature]
Owner Signature

BY: Mark Simpson
Printed Name

Cowan Group Engineering
Engineer
Project Manager 10/14/25
Title Date

Accuracy Underground LLC
Contractor
Owner
Title Date

City of Shawnee
Owner
City Manager 10/31/25
Title Date



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

Date: November 17, 2025
To: Board of City Commissioners
From: Mark Simpson, City Manager
Subject: Approval of Agreement Between the City of Shawnee and Safe Events for Families (SEFF) for Fiscal Year 2025-2026.

Background: The City of Shawnee contracts annually with Safe Events for Families (SEFF) to carry out family-friendly events within the City of Shawnee, including the Downtown Christmas parade. Due to increased community participation, the size and scope of the Christmas events has increased significantly. The expansion of these events necessitates an updated agreement.

Financial Impact: No fiscal impact; all additional funds are donations.

Attachments: Agreement

Staff Recommendation: Approval of item.

AGREEMENT BETWEEN THE CITY OF SHAWNEE and SAFE EVENTS
FOR FAMILIES FOR FISCAL YEAR 2025-2026

This Agreement is effective on the 1st day of July, 2025, by and between the City of Shawnee, Oklahoma, a municipal corporation hereinafter the "CITY", and Safe Events for Families hereinafter called "SEFF".

WITNESSETH

WHEREAS, the CITY is in need of certain goods and services, and

WHEREAS, SEFF has represented that it possesses the skills and abilities to provide such goods and services.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. SEFF agrees to provide and furnish such goods and services, to wit: the development of family-oriented events providing a safe and entertaining community atmosphere. Those events shall include, but not be limited to, the Shawnee Christmas Parade of Lights.
2. SEFF agrees to provide and furnish such goods and services to commence on 1st day of July, 2025, and to continue until the 30th day of June, 2026.
3. The CITY agrees to fund SEFF's events as follows:
 - a. The CITY will pay to SEFF an amount up to the total allocated by the City for the current fiscal year, the exact amount to be made known SEFF in writing by the City of Shawnee Finance Director, as reimbursement for eligible expenditures made during the time period specified in paragraph two.
 - b. The CITY will require SEFF to provide invoices to the Finance Director showing proof of eligible expenses under this agreement before reimbursement by the CITY.
4. SEFF and CITY acknowledge and agree that mutual cooperation is necessary for the success of this contractual arrangement. To that end, SEFF agrees to meet and consult with the City Manager's office concerning all events and activities that SEFF will sponsor at least sixty (60) days prior to the date of said event or activity and complete the event permitting process.
5. The CITY acknowledges that it cannot bind future commissions to a financial decision beyond the present fiscal year.
6. SEFF shall submit a request for renewal to the City Clerk's Office no later than March 31, 2026. As a part of this request, SEFF shall submit financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.

7. SEFF agrees to allow the City Manager, or their designee, the right of inspection of pertinent financial documentation which supports or evidences a reimbursement request made by SEFF to the CITY in furtherance of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

WITNESS our hands on_____

SAFE EVENTS FOR FAMILIES

PRESIDENT

ATTEST

NOTARY

APPROVED by the Mayor and City Commissioners of the City of Shawnee this
___ day of _____, 2025

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

CITY MANAGER

ATTEST

CITY CLERK

APPROVED as to form and legality on _____.

JOSEPH M. VORNDRAN, CITY ATTORNEY



Parks and Recreation Department
401 N. Bell St.
Shawnee, OK 74801
ShawneeOK.org

Date: November 17, 2025
To: Board of City Commissioners
From: Kerri Foster, Parks and Recreation Director
Subject: Approval of the purchase of a CXT restroom for Optimist Park utilizing state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for the Parks Department.

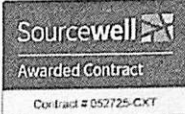
Background: Staff recommends approval to purchase a CXT prefabricated restroom for Optimist Park. This new facility will serve the splash pad and support ongoing park renovations. The CXT unit offers durability, ADA compliance, and low maintenance, with quick installation. Funding is available through the approved Capital Improvement Plan.

Financial Impact: \$77,959.22 from 301-5-0940-54200; Project No. 25-0940-01

Attachments: Optimist Park Restroom

Staff Recommendation: Staff recommends approval.

ORDERING INFORMATION



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

Remitting by check:

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

Remitting by ACH or wire transfer:

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Site must allow for the crane to be within three feet of the building location and the truck to be within three feet of the crane. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for

special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

****Customer is responsible for all local permits and fees.**

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

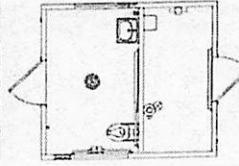
- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

OZARK I – 10' 6" x 12'

Ozark I with chase has one single user fully accessible flush restroom. Standard features include simulated barnwood textured walls, simulated cedar shake textured roof, vitreous china fixtures, 4-gallon water heater, interior and exterior lights, off loaded, and set up at site.



Price Per Unit			
Base Price	\$ 52,569.00		\$ 52,569.00
Added Cost Options		Click to Select	
Final Connection to Utilities	\$ 7,000.00	☐	0.00
Optional Wall Texture- choose one	☐ Split Face Block (\$6,500) ☐ Custom Texture (\$8,500)	Reset Wall Texture	
Optional Roof Texture	☒ Ribbed Metal		6,500.00
Insulation and Heater	\$ 19,500.00	☐	0.00
Vitreous China Urinal	\$ 1,500.00	☐	0.00
Stainless Steel Water Closet & Lavatory	\$ 4,250.00	☐	0.00
Stainless Steel Urinal	\$ 2,500.00	☐	0.00
Electric Hand Dryer	\$ 1,000.00	☐	0.00
Electronic Flush Valve	\$ 1,500.00	☐	0.00
Electronic Lavatory Faucet	\$ 1,500.00	☐	0.00
Electronic Urinal Flush Valve	\$ 1,500.00	☐	0.00
Paper Towel Dispenser	\$ 350.00	☐	0.00
Toilet Seat Cover Dispenser	\$ 350.00	☐	0.00
Sanitary Napkin Disposal Receptacle	\$ 150.00	☐	0.00
Baby Changing Table	\$ 1,100.00	☐	0.00
Marine Grade Skylight in Restroom	\$ 1,800.00	☐	0.00
Marine Package (excluding fiberglass doors and frames)	\$ 4,500.00	☐	0.00
Exterior Mounted ADA Drinking Fountain w/Cane Skirt	\$ 6,500.00	☐	0.00
Exterior Mounted ADA Drinking Fountain w/Bottle Filler	\$ 8,500.00	☐	0.00
2K Anti-Graffiti Coating	\$ 5,000.00	☐	0.00
Optional Door Closure	\$ 850.00	☐	0.00
Fiberglass Entry and Chase Doors and Frames (each)	\$ 5,300.00	☐	0.00
Timed Electric Lock System (does not include chase door)	\$ 2,500.00	☐	0.00
Exterior Frostproof Hose Bib with Box	\$ 1,200.00	☐	0.00
Total for Added Cost Options:			\$ 6,500.00
Custom Options: Crane surcharge			\$ 7,100.00
Engineering and State Fees:			\$ 5,500.00
Estimated One-Way Transportation Costs to Site (quote):			\$ 6,290.22
Estimated Tax:			\$
Total Cost per Unit Placed at Job Site:			\$ 77,959.22



This price quote is good for 60 days from date below, and is accurate and complete.

**Cary
Knutson**

CXT Sales Representative

Digitally signed by
Cary Knutson
Date: 2025.09.30
14:18:48 -05'00'

Date

I accept this quote. Please process this order.

Company Name

Signer's Name
(please type or print)

Company Representative

Date

OPTIONS

Exterior Color(s) (For single color mark an X. For two-tone combinations use W = Walls and R = Roof.)

☐ Amber Rose	☐ Berry Mauve	☐ Buckskin	☐ Cappuccino Cream
☐ Charcoal Gray	☐ Cocoa Milk	☐ Evergreen	☐ Georgia Brick
☐ Golden Beige	☐ Granite Rock	☐ Hunter Green	☐ Java Brown
☐ Liberty Tan	☐ Malibu Taupe	☐ Mocha Caramel	☐ Natural Honey
☐ Nuss Brown	☐ Oatmeal Buff	☐ Pueblo Gold	☐ Raven Black
☐ Rich Earth	☐ Rosewood	☐ Sage Green	☐ Salsa Red
☐ Sand Beige	☐ Sun Bronze	☐ Toasted Almond	☐ Western Wheat

Special roof color # _____ Special wall color # _____

Special trim color # _____

Use an X to mark options.

Rock Color (*If option is not available verify custom wall option is selected on previous page.)

☐ Basalt* ☐ Mountain Blend* ☐ Natural Gray* ☐ Romana*

Roof Texture (*If option is not available verify optional roof texture option is selected on previous page.)

☒ Ribbed Metal* ☐ Cedar Shake

Wall Texture(s) (For single texture mark an X. For top and bottom textures use T = Top and B = Bottom.)
(*If option is not available verify custom wall texture option is selected on previous page.)

☐ Split Face Block* ☐ Horizontal Lap* ☐ Board & Batt* ☐ Stucco*
☐ Brick* ☐ Distressed Wood** ☒ Barnwood

Rock Wall Texture (bottom texture only)
(*If option is not available verify custom wall option is selected on previous page.)

☐ Napa Valley* ☐ River Rock* ☐ Flagstone* ☐ Stacked Rock**
*Textures not included in CXT's quote are additional cost.

Door Opener

☐ Non-locking ADA Handle

☒ Privacy ADA Latch

☐ Pull Handle/Push Plate

Deadbolt ☒

Accessible Signage

☐ Men

☐ Women

☒ Unisex

Toilet Paper Holder

☐ 2-Roll Stainless Steel

☒ 3-Roll Stainless Steel

Notes: Delivery - Shawnee OK



800.696.5766
cxtinc.com



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

Date: November 17, 2025
To: Board of City Commissioners
From: Mark Simpson, City Manager
Subject: Confirm and approve the City Manager's hiring of Kerri Foster as the City's Parks and Recreation Director.

Background: I have extended an offer of employment to Kerri Foster to be the City of Shawnee's Parks and Recreation Director, subject to approval by the City Commission. In accordance with Article V, Section 2 of the City Charter, the appointment of a Department Head shall not become effective until approved by the Board of Commissioners.

With nearly 20 years of management experience, Kerri Foster began her career with the City of Shawnee in 2015 as Aquatics Manager, leading the opening of Splash Waterpark. In 2017, she was promoted to Recreation Manager, overseeing operations at the Community Center. Her responsibilities expanded in 2019 to include the Senior Center, followed by her appointment as Parks and Recreation Manager in 2022 to also include Fairview Cemetery and Parks.

Kerri holds a Master's Degree in Health, Physical Education & Recreation from Emporia State University and a Bachelor's Degree in Kinesiology, Fitness Management from the University of Central Oklahoma. She is a Certified Parks and Recreation Professional (CPRP) with additional certifications as an Aquatic Facility Operator (AFO), Certified Pool Operator (CPO), ACSM Certified Personal Trainer, Red Cross CPR Instructor, and United States Water Fitness (USWFA) Trainer.

Kerri also serves as a board member for the Oklahoma Recreation and Park Society and member of National Recreation and Parks Association. Her professional expertise includes team leadership and mentorship, grant writing and project funding, event planning, community engagement, staff training, and culture development.

Kerri's career has equipped her with the education, skills, and expertise necessary to succeed as the Parks and Recreation Director for the City of Shawnee, and her dedication to our community will undoubtedly be of great benefit to the entire community.

Financial Impact: As budgeted.

Attachments:

Staff Recommendation: Approval of the recommendation with an effective date of November 3, 2025.



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

Date: November 17, 2025
To: Board of City Commissioners
From: Petya Stefanoff, Interim Community Development Director
Subject: Public hearing for a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 North Market Avenue.
Case No CUP03-25 | Applicant: Mary Wisdom

Background: The property addressed as 3520 N Market Ave is located at the southwest corner of the intersection of North Beard Avenue and West 36th Street, and is zoned R-1 (Low Density Residential) with R-1 zoning to the north, south, east, and west. The owner, Mary Wisdom, is requesting a Conditional Use Permit to operate a Short-Term Rental out of the existing home.

Discussion

A Conditional Use Permit authorizes the owner or agent to use a piece of property in such a way that is not normally allowed by right in a zoning district. It is an avenue by which certain land uses are allowed in a given zoning district, provided the owner meets the criteria.

Referencing the City of Shawnee Unified Development Code DIVISION 6. – Procedures. Section 22-227. – Conditional Use Permit. *"The planning commission shall review the conditional use permit and submit its report and recommendation to the effect of the proposed building or use upon the character of the neighborhood, traffic congestion, public utilities, and other matters pertaining to the general health, safety, and welfare of the public and to the city commission."*

In Section 22-197 of the Unified Development Code is Table 3.2 - Use Table. This table indicates that in the R-1 zoning district, a Short-Term Rental is permitted subject to acquiring a Conditional Use Permit (CUP).

Staff completed the required public notices for this request via a mailed notice to the property owners within 300 feet of the subject property as well as a publication in the County Democrat weekly newspaper.

Findings and Facts:

- The subject property has a zoning of R-1, which allows for a Short-Term Rental with a Conditional Use Permit.
- The request is in accordance with the zoning restrictions of the area.
- The owner has a property manager, Kristina Maltos, who lives in Shawnee and will be available

to respond to any concerns or emergencies.

Options:

- Accept Planning Commission's recommendation to Approve the Conditional Use Permit (CUP03-25).
- Deny the request for a CUP to operate a Short-Term Rental.
- Approve with Conditions, noting what exact conditions must be met.
- Defer to a date certain for additional information or discussion.

Financial Impact: None

Attachments: CUP03-25 PC to CC Record of Action, application packet

Staff Recommendation: Staff recommends accepting the Planning Commission's recommendation of Approval as-is.

RECORD OF ACTION

DATE: November 12, 2025

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

FROM: Diana Hood, City Planner

SUBJECT: Record of Action by Planning Commission

=====

CASE NO: CUP03-25

REQUEST: Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 N Market Ave.

Applicant: Mary Wisdom

Subject Property Address: 3520 N Market Ave

Legal Description: THE NORTH 65 FEET OF LOTS TWENTY-NINE (29), THIRTY (30), THIRTY-ONE (31), AND THIRTY-TWO (32), BLOCK FOUR (4), ARMOURDALE ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

Current Zoning: R-1 (Low Density Residential) **Requested Zoning:** N/A

Staff Recommendation: Approval as presented.

=====

Planning Commission Meeting Date: November 5, 2025

PC Recommendation: Approval as presented.

Conditions: None

Vote: 6 -- 0 -- 0

Members Present: 6

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

Property manager

Kristina Maltos

405-965-1407

4303 N. Pottinger Ave

Shawnee, OK 74804

CUP - STR

COMMISSION APPLICATION

Shawnee

Development

Department

9th Street

OK 74801

78-1672

shawneeok.org

www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

Permit

Rezoning w/Conditional Use Permit

Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from _____ District to _____ District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 3520 N. Market Ave., Shawnee, OK

LEGAL DESCRIPTION: The North 65 feet of Lots 29, 30, 31, 32, Block Four, Armaurdale

PROPERTY OWNER (S): Mary E. Wisdom

PROPERTY AGENT (APPLICANT): Mary E. Wisdom

APPLICANT'S ADDRESS: 1015 S. Ocean Blvd. #403

CITY: NMB

STATE: SC

ZIP: 29582

EMAIL ADDRESS: wisdom-mary@hotmail.com

TELEPHONE NUMBER: (843) 465 7077

CONTACT NUMBER: (843) 465 7077

DIMENSIONS OF PROPERTY:

AREA: _____

WIDTH: 65'

LENGTH: 100'

FRONTAGE: _____

CURRENT ZONING: _____

CURRENT USE: Residential

PROPOSED ZONING: _____

PROPOSED USE: Short Term Rental

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature. COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

Mary Wisdom
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 350.00

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

RECEIPT NO. _____

PLANNING COMMISSION ACTION: _____

DATE: _____

CITY COMMISSION ACTION: _____

DATE: _____

PLACE ON ZONING MAP: _____

ORDINANCE NO.: _____

Documentary Stamps: \$195.00
Property Address: 3520 N Market Ave, Shawnee, OK 74804-2003
Mail Deed and Tax Statements To:
Mary E Wisdom
3520 N Market Ave
Shawnee, OK 74804-2003

WARRANTY DEED
(Oklahoma Statutory Form)

KNOW ALL MEN BY THESE PRESENTS:

THAT Terry Miller, a single person party of the first part, in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other valuable considerations to it in hand paid, the receipt of which is hereby acknowledged does hereby grant, bargain, sell and convey unto Mary E Wisdom, a single person party of the second part, the following described real property and premises situate in Pottawatomie County, State of Oklahoma, to-wit:

The North 65 feet of Lots Twenty-Nine (29), Thirty (30), Thirty-One (31), and Thirty-Two (32), Block Four (4), ARMOURDALE ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

Subject to easements, rights of way and restrictive covenants of record. Less and except all oil, gas and other minerals previously reserved or conveyed of record.

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, its successors, heirs and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.



Deed (Statutory Warranty), Letter
OKD1308.doc / Updated: 05.17.24

Page 1

Printed: 08.18.24 @ 03:33 AM by
OK-FALK-03208.461210-3082404847

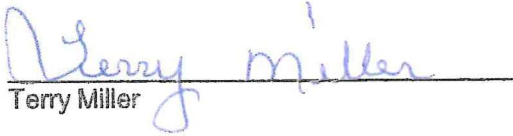
FirstTitle and Abstract Services
118 N. Broadway
Shawnee, OK 74801

STATE OF OKLAHOMA
Pottawatomie County
Documentary Stamps: \$ 195.00

4847

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Signed and delivered August 19, 2024.

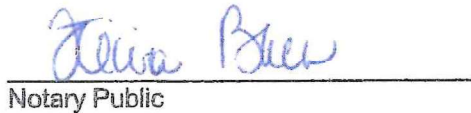

Terry Miller

STATE OF OKLAHOMA

COUNTY OF POTTAWATOMIE

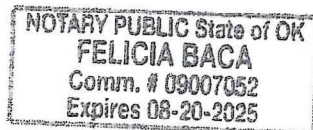
Before me, the undersigned, a Notary Public, in and for said County and State on this 19th day of August, 2024, personally appeared Terry Miller, a single person to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year above written.


Notary Public

My Commission Expires: August 20, 2025

(SEAL)



Presented for filing by and return to:
FirstTitle & Abstract Services, LLC
118 N Broadway Ave
Shawnee, OK 74801
File No.: 3062404847
Title Insurance Commitment, if any, issued by:
Fidelity National Title Insurance Company



Pottawatomie

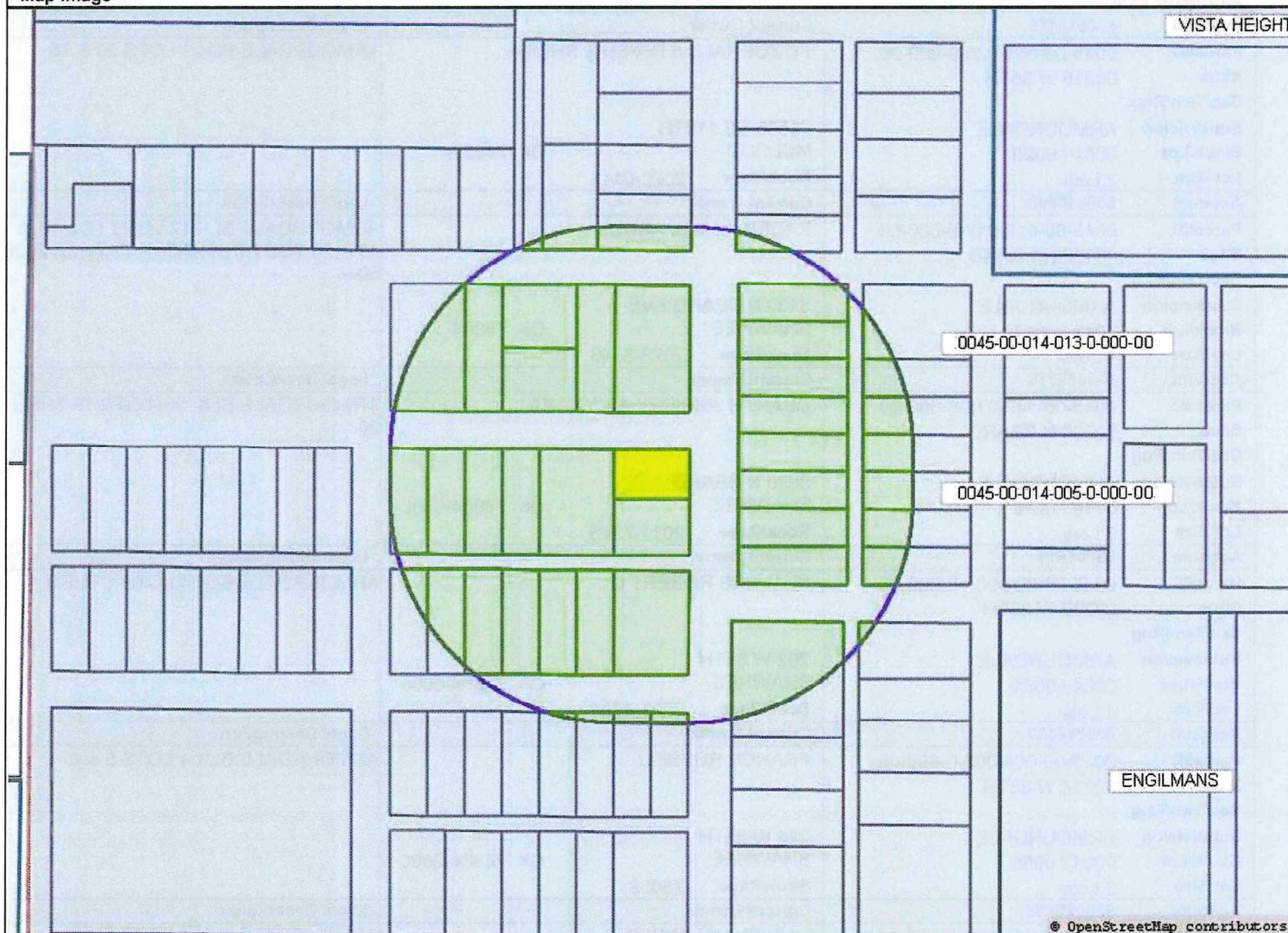
Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025

Time 12:12:39

Map Image



The Pottawatomie County GIS Data is for informational purposes only and should not be used to determine precise boundaries, parcel boundaries, appraisal, engineering, or legal descriptions. This map is not a legal document and shall not be construed as an official survey.

Account List

Account	630016113	Current Owner	Legal Description
ParcelID	0045-00-001-031-0-000-00	GOODE BRENDA J	ARMOURDALE BLK 1 LOTS 31 & 32 TOD
Situs	03420 N MARKET		LAUREN MICHELLE BINGHAM 2012-5855
Sec/Twn/Rng			
Subdivision	ARMOURDALE	11537 NS 3620	
Block/Lot	0001 / 0031	SEMINOLE OK 74868-000C	
Lot Size	2 Lots	Book/Page 2012-0702	
Account	630016112	Current Owner	Legal Description
ParcelID	0045-00-001-029-0-000-00	SHAWNEE PROPERTIES LLC	ARMOURDALE BLK 1 LOTS 29 & 30
Situs	00207 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	1530 N HARRISON #225	
Block/Lot	0001 / 0029	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2020-2530	
Account	630016111	Current Owner	Legal Description
ParcelID	0045-00-001-027-0-000-00	MURPHY CARL J JR & BARBARA A	ARMOURDALE BLK 1 LOTS 27 & 28 TOD
Situs	00211 W 35TH		CHRISTOPHER J MURPHY & TERRI
Sec/Twn/Rng			JEAN CURTIS 2019-10855
Subdivision	ARMOURDALE	14 SPRINGBROOK	
Block/Lot	0001 / 0027	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025

Time 12:12:39

Account List

Page : 2

Account	630016110	Current Owner	Legal Description
ParcelID	0045-00-001-025-0-000-00	FITZGERALD STEVEN & SHEILA	ARMOURDALE BLK 1 LOTS 25 & 26
Situs	00215 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	21500 SE 119TH	
Block/Lot	0001 / 0025	MCLOUD OK 74851-	
Lot Size	2 Lots	Book/Page 2022-0115	
Account	630016200	Current Owner	Legal Description
ParcelID	0045-00-012-017-0-000-00	KADER KAMEL ABDUL	ARMOURDALE BLK 12 LOTS 17 & 18 & 19 & 20 TOD DINA HADYA FREEZE 2023 6044
Situs	03130 N BEARD		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3130 N BEARD AVE	
Block/Lot	0012 / 0017	SHAWNEE OK 74804-	
Lot Size	4 Lots	Book/Page 2023-3546	
Account	630016278	Current Owner	Legal Description
ParcelID	0045-00-149-018-0-000-00	DEARTH JEFFREY & KYNDRA	ARMOURDALE BLK 149 LOTS 18 THRU 20
Situs	03030 N BEARD		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3030 N BEARD	
Block/Lot	0149 / 0018	SHAWNEE OK 74804-000C	
Lot Size	3 Lots	Book/Page 2011-7575	
Account	630016131	Current Owner	Legal Description
ParcelID	0045-00-004-001-0-000-00	SLAVENS ROBERT D	ARMOURDALE BLK 4 LOTS 1 THRU 4
Situs	00202 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	202 W 35TH	
Block/Lot	0004 / 0001	SHAWNEE OK 74804-000C	
Lot Size	4 Lots	Book/Page 2001-4794	
Account	630016132	Current Owner	Legal Description
ParcelID	0045-00-004-005-0-000-00	FRANCE RUSSELL	ARMOURDALE BLK 4 LOTS 5 & 6
Situs	00214 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	214 W 35TH	
Block/Lot	0004 / 0005	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 75652	
Account	630016133	Current Owner	Legal Description
ParcelID	0045-00-004-007-0-000-00	LASLEY VALERIE G	ARMOURDALE BLK 4 LOTS 7 & 8
Situs	00216 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	216 W 35TH	
Block/Lot	0004 / 0007	SHAWNEE OK 74801-000C	
Lot Size	2 Lots	Book/Page 2015-4256	
Account	630016134	Current Owner	Legal Description
ParcelID	0045-00-004-009-0-000-00	NASH FOREST RAY EUGENE	ARMOURDALE BLK 4 LOTS 9 & 10
Situs	00218 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	310 SWEET GRASS CT	
Block/Lot	0004 / 0009	SHAWNEE OK 74804-	
Lot Size	2 Lots	Book/Page 2015-5355	
Account	630016135	Current Owner	Legal Description
ParcelID	0045-00-004-011-0-000-00	BRADFORD BOBBY D	ARMOURDALE BLK 4 LOTS 11 & 12
Situs	00220 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	224 W 35TH	
Block/Lot	0004 / 0011	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2019-2305	
Account	630016136	Current Owner	Legal Description
ParcelID	0045-00-004-013-0-000-00	BRADFORD BOBBY D	ARMOURDALE BLK 4 LOTS 13 & 14
Situs	00224 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	224 W 35TH	
Block/Lot	0004 / 0013	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025
Time 12:12:40

Account List

Page : 3

Account	630016137	Current Owner	Legal Description
ParcelID	0045-00-004-015-0-000-00	BRADFORD BOBBY D	ARMOURDALE BLK 4 LOTS 15 & 16
Situs			
Sec/Twn/Rng			
Subdivision	ARMOURDALE	224 W 35TH	
Block/Lot	0004 / 0015	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page	
Account	630016138	Current Owner	Legal Description
ParcelID	0045-00-004-017-0-000-00	SPENCER RICHARD L & HAZEL R	ARMOURDALE BLK 4 LOTS 17 & 18
Situs	03105 N PARK		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3105 N PARK	
Block/Lot	0004 / 0017	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2007-2390	
Account	630016139	Current Owner	Legal Description
ParcelID	0045-00-004-019-0-000-00	WATSON CLAYTON JR & MARY C	ARMOURDALE BLK 4 LOTS 19 & 20
Situs	00221 W 36TH	TRUSTEES 1995 REV TRUST	
Sec/Twn/Rng			
Subdivision	ARMOURDALE	16902 GADDY RD	
Block/Lot	0004 / 0019	SHAWNEE OK 74801-000C	
Lot Size	2 Lots	Book/Page	
Account	630016140	Current Owner	Legal Description
ParcelID	0045-00-004-021-0-000-00	MEADOWS MIRANDA	ARMOURDALE BLK 4 LOTS 21 & 22
Situs	00217 W 36TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	217 W 36TH ST	
Block/Lot	0004 / 0021	SHAWNEE OK 74804-	
Lot Size	2 Lots	Book/Page 2023-1853	
Account	630016141	Current Owner	Legal Description
ParcelID	0045-00-004-023-0-000-00	DOAK JOHN D & TERESA A	ARMOURDALE BLK 4 LOTS 23 & 24
Situs	00213 W 36TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	213 W 36TH	
Block/Lot	0004 / 0023	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2094-0061	
Account	630016142	Current Owner	Legal Description
ParcelID	0045-00-004-025-0-000-00	LANE BOYD W & SELMA	ARMOURDALE BLK 4 LOTS 25 THRU 28
Situs	00209 W 36TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	209 W 36TH	
Block/Lot	0004 / 0025	SHAWNEE OK 74804-000C	
Lot Size	4 Lots	Book/Page	
Account	630016143	Current Owner	Legal Description
ParcelID	0045-00-004-029-0-000-00	WISDOM MARY E	ARMOURDALE BLK 4 N65' LOTS 29 THRU 32
Situs	03520 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3520 N MARKET AVE	
Block/Lot	0004 / 0029	SHAWNEE OK 74804-200C	
Lot Size	2 Lots	Book/Page 0188-6149	
Account	630016144	Current Owner	Legal Description
ParcelID	0045-00-004-030-0-000-00	DAHLEM MADELINE	ARMOURDALE BLK 4 S75' LOTS 29 THRU 32 TOD MICHELLE DEPPE & GINGER DAHELM 2012-18131
Situs	03516 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3516 N MARKET	
Block/Lot	0004 / 0030	SHAWNEE OK 74804-	
Lot Size	2 Lots	Book/Page 0188-3695	
Account	630016145	Current Owner	Legal Description
ParcelID	0045-00-005-001-0-000-00	GOODE BRENDA J	ARMOURDALE BLK 5 LOTS 1 THRU 4
Situs	03610 N MARKET		TRANSFER ON DEATH DEED TO MELANI K CLIFTON 2009-2918
Sec/Twn/Rng			
Subdivision	ARMOURDALE	11537 NS 3620	
Block/Lot	0005 / 0001	SEMINOLE OK 74868-000C	
Lot Size	4 Lots	Book/Page 2012-0702	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025

Time 12:12:40

Account List

Page : 4

Account	630016147	Current Owner	Legal Description
ParcelID	0045-00-005-007-0-000-00	GIBSON LESLIE & CINDY	ARMOURDALE BLK 5 N1/2 LOTS 7 THRU 10
Situs	00213 W 37TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	213 W 37TH	
Block/Lot	0005 / 0007	SHAWNEE	OK 74804-000C
Lot Size	2 Lots	Book/Page 2133-0194	
Account	630016148	Current Owner	Legal Description
ParcelID	0045-00-005-009-0-000-00	BIBBS TERRENCE & MYA	ARMOURDALE BLK 5 S1/2 LOTS 7 THRU 10
Situs	00214 W 36TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	214 W 36TH ST	
Block/Lot	0005 / 0009	SHAWNEE	OK 74804-
Lot Size	2 Lots	Book/Page 0186-0877	
Account	630016150	Current Owner	Legal Description
ParcelID	0045-00-005-013-0-000-00	DUTCHER TRACY	ARMOURDALE BLK 5 LOTS 13 THRU 16
Situs	03203 N PARK		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	P O BOX 3072	
Block/Lot	0005 / 0013	SHAWNEE	OK 74802-000C
Lot Size	4 Lots	Book/Page 2011-7360	
Account	630016158	Current Owner	Legal Description
ParcelID	0045-00-007-001-0-000-00	KNOWLTON CORINE	ARMOURDALE BLK 7 LOTS 1 THRU 3
Situs	00220 W 37TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	220 W 37TH STREET	
Block/Lot	0007 / 0001	SHAWNEE	OK 74804-
Lot Size	3 Lots	Book/Page 2011-4216	
Account	630016168	Current Owner	Legal Description
ParcelID	0045-00-008-002-0-000-00	MARTIN ROBERTA F	ARMOURDALE BLK 8 S75' LOT 1 THRU 5
Situs	03702 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3702 N MARKET	
Block/Lot	0008 / 0002	SHAWNEE	OK 74804-9636
Lot Size	5 Lots	Book/Page 2007-0536	
Account	630016169	Current Owner	Legal Description
ParcelID	0045-00-008-006-0-000-00	GOODE BRENDA J	ARMOURDALE BLK 8 LOTS 6 THRU 8 & S1/2 VAC ALLEY ON NORTH TRANSFER ON DEATH DEED TO ANDREA J SHEPARD 2009-2916
Situs	00212 W 37TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	11537 NS 3620	
Block/Lot	0008 / 0006	SEMINOLE	OK 74868-000C
Lot Size	3 Lots	Book/Page 2012-0702	
Account	630016170	Current Owner	Legal Description
ParcelID	0045-00-008-009-0-000-00	CITY OF SHAWNEE	ARMOURDALE BLK 8 LOTS 9 & 10
Situs			
Sec/Twn/Rng			
Subdivision	ARMOURDALE	P O BOX 1448	
Block/Lot	0008 / 0009	SHAWNEE	OK 74802-144E
Lot Size	2 Lots	Book/Page	
Account	630016183	Current Owner	Legal Description
ParcelID	0045-00-011-001-0-000-00	DOAK JOHN DAVID & TERESA ANN	ARMOURDALE BLK 11 LOTS 1 & 2
Situs	03703 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	213 W 36TH	
Block/Lot	0011 / 0001	SHAWNEE	OK 74804-000C
Lot Size	2 Lots	Book/Page 2008-7327	
Account	630016192	Current Owner	Legal Description
ParcelID	0045-00-012-001-0-000-00	GUNTER JAMES & RUBY	ARMOURDALE BLK 12 LOTS 1 & 2
Situs	03511 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3511 N MARKET	
Block/Lot	0012 / 0001	SHAWNEE	OK 74804-000C
Lot Size	2 Lots	Book/Page 2013-8147	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025
Time 12:12:41

Account List

Page : 5

Account	630016193	Current Owner	Legal Description
ParcelID	0045-00-012-003-0-000-00	KRISTI GIBSON RENTAL PROPERTY LLC	ARMOURDALE BLK 12 LOTS 3 & 4
Situs	03515 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	4700 CHURCHILL	
Block/Lot	0012 / 0003	SHAWNEE OK 74804-	
Lot Size	2 Lots	Book/Page 0184-7337	
Account	630016194	Current Owner	Legal Description
ParcelID	0045-00-012-005-0-000-00	JERRY MATTHEWS RENTAL	ARMOURDALE BLK 12 LOTS 5 & 6
Situs	03519 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	PROPERTIES LLC	
Block/Lot	0012 / 0005	617 E MAIN	
Lot Size	2 Lots	SHAWNEE OK 74801-000C	
		Book/Page 2017-1760	
Account	630016195	Current Owner	Legal Description
ParcelID	0045-00-012-007-0-000-00	MATTHEWS DANIEL J & YASHA	ARMOURDALE BLK 12 LOTS 7 & 8
Situs	03523 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	4704 KELLYE GREEN ST	
Block/Lot	0012 / 0007	SHAWNEE OK 74804-1473	
Lot Size	2 Lots	Book/Page 2000-9349	
Account	630016196	Current Owner	Legal Description
ParcelID	0045-00-012-009-0-000-00	FRY JEFFERY ALLEN & MARY	ARMOURDALE BLK 12 LOTS 9 & 10
Situs	03601 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3601 N MARKET	
Block/Lot	0012 / 0009	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2477-0012	
Account	630016197	Current Owner	Legal Description
ParcelID	0045-00-012-011-0-000-00	LS5 RESIDENTIAL LLC	ARMOURDALE BLK 12 LOTS 11 & 12
Situs	03603 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	1010 E MACARTHUR	
Block/Lot	0012 / 0011	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2020-8190	
Account	630016198	Current Owner	Legal Description
ParcelID	0045-00-012-013-0-000-00	LADD E DENNIS	ARMOURDALE BLK 12 LOTS 13 & 14
Situs	03607 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3607 N MARKET	
Block/Lot	0012 / 0013	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page	
Account	630016199	Current Owner	Legal Description
ParcelID	0045-00-012-015-0-000-00	MULLENS PATRICIA & KRISTIN GREEN	ARMOURDALE BLK 12 LOTS 15 & 16
Situs	03611 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3611 N MARKET	
Block/Lot	0012 / 0015	SHAWNEE OK 74804-	
Lot Size	2 Lots	Book/Page 0196-0842	
Account	630016277	Current Owner	Legal Description
ParcelID	0045-00-149-011-0-000-00	COLLINS MICHAEL E	ARMOURDALE BLK 149 N5' LOT 11 & ALL LOTS 12 THRU 17
Situs	03431 N MARKET		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3431 N MARKET	
Block/Lot	0149 / 0011	SHAWNEE OK 74804-000C	
Lot Size	6 Lots	Book/Page 2245-0225	
Account	630016146	Current Owner	Legal Description
ParcelID	0045-00-005-005-0-000-00	JACKSON JUDITH J & MARK A	ARMOURDALE BLK 5 LOTS 5 & 6
Situs	00210 W 36TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	RAGSDALE & TERRI J MASTIN	
Block/Lot	0005 / 0005	210 W 36TH	
Lot Size	2 Lots	SHAWNEE OK 74804-000C	
		Book/Page 2020-8039	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025

Time 12:12:42

Account List

Page : 6

Account	630016149	Current Owner	Legal Description
ParcelID	0045-00-005-011-0-000-00	LS5 RESIDENTIAL LLC	ARMOURDALE BLK 5 LOTS 11 & 12
Situs	00222 W 36TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	1010 E MACARTHUR ST	
Block/Lot	0005 / 0011	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2020-8194	
Account	630016202	Current Owner	Legal Description
ParcelID	0045-00-012-021-0-000-00	CAMBIUM PROPERTIES LLC	ARMOURDALE BLK 12 LOTS 21 & 22
Situs	03122 N BEARD		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	1936 N BDWY	
Block/Lot	0012 / 0021	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2020-0258	
Account	630016203	Current Owner	Legal Description
ParcelID	0045-00-012-023-0-000-00	DANNER BOBBY E & CAROL J	ARMOURDALE BLK 12 LOTS 23 & 24
Situs	03118 N BEARD		TOD TO CINDY PACKWOOD (2/3 INT) &
Sec/Twn/Rng			AMY COLLEY (1/3 INT) 2023-3367
Subdivision	ARMOURDALE	3118 N BEARD	
Block/Lot	0012 / 0023	SHAWNEE OK 74804-000C	
Lot Size	2 Lots	Book/Page 2012-4972	
Account	630016204	Current Owner	Legal Description
ParcelID	0045-00-012-025-0-000-00	XAVIER ALEXANDRA	ARMOURDALE BLK 12 LOTS 25 & 26
Situs	03110 N BEARD		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3110 N BEARD	
Block/Lot	0012 / 0025	SHAWNEE OK 74804-	
Lot Size	2 Lots	Book/Page 0192-5824	
Account	630016205	Current Owner	Legal Description
ParcelID	0045-00-012-027-0-000-00	MARTIN PHILIP H II & VICTORIA L	ARMOURDALE BLK 12 LOTS 27 & 28
Situs	03108 N BEARD		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3108 N BEARD AVE	
Block/Lot	0012 / 0027	SHAWNEE OK 74804-2012	
Lot Size	2 Lots	Book/Page 2023-7837	
Account	630016206	Current Owner	Legal Description
ParcelID	0045-00-012-029-0-000-00	MARTIN PHILIP H II & VICTORIA L	ARMOURDALE BLK 12 LOTS 29 & 30
Situs	N BEARD		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3108 N BEARD AVE	
Block/Lot	0012 / 0029	SHAWNEE OK 74804-2012	
Lot Size	2 Lots	Book/Page 2023-7837	
Account	630016207	Current Owner	Legal Description
ParcelID	0045-00-012-031-0-000-00	AINSWORTH GREYSON L	ARMOURDALE BLK 12 LOTS 31 & 32
Situs	03102 N BEARD		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	3102 N BEARD AVE	
Block/Lot	0012 / 0031	SHAWNEE OK 74804-	
Lot Size	2 Lots	Book/Page 2023-1055	



**Conditional Use
Permit (CUP)**

ADDRESS: 3520 N Market

CASE NUMBER: CUP03-25

USE APPROVED: Short-Term Rental

CONDITIONS OF APPROVAL: N / A

UPON DUE NOTICE OF THIS PUBLIC HEARING AND CONSIDERATION OF COMMENTS AND RECOMMENDATIONS OF ALL INTERESTED PARTIES, THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, DOES HEREBY AUTHORIZE THE CONDITIONAL USE OF THE LAND OR BUILDINGS TO OCCUR ON THE SUBJECT PROPERTY ACCORDING TO THE INFORMATION CONTAINED IN THE APPLICATION AND ILLUSTRATED ON THE SITE PLAN. THE USE PERMIT IS GRANTED WITH THE ABOVE-STATED CONDITIONS ON THIS 17th DAY OF November, 20 25.

ERIC STEPHENS, MAYOR
SHAWNEE CITY COMMISSION

(SEAL)

ATTEST:

LISA LASYONE, CITY CLERK



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

Date: November 17, 2025
To: Board of City Commissioners
From: Petya Stefanoff, Interim Community Development Director
Subject: Public hearing for a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Road.
Case No. CUP04-25 | Applicant: Will Jones

Background: The property addressed as 17308 Magnino Road is located in the Twin Lakes area, on the south side of Lake No. 2, and is zoned TL (Twin Lakes) with similar zoning surrounding it on all sides. This property is a Lake Lease, meaning it is owned by the City and the applicant, Will Jones, currently leases it from the City. The applicant is requesting a Conditional Use Permit to operate a Short-Term Rental.

The applicant is requesting a Conditional Use Permit and License to operate Short-Term Rental, as required by Sec. 22-199.I of the Unified Development Code. This applicant currently operates as a Short-Term Rental and is requesting a Conditional Use Permit to come back into compliance with City Ordinance.

Discussion

A Conditional Use Permit authorizes the owner or agent to use a piece of property in such a way that is not normally allowed by right in a zoning district. It is an avenue by which certain land uses are allowed in a given zoning district, provided the owner meets the criteria.

Referencing the City of Shawnee Unified Development Code DIVISION 6. – Procedures. Section 22-227. – Conditional Use Permit. *"The planning commission shall review the conditional use permit and submit its report and recommendation to the effect of the proposed building or use upon the character of the neighborhood, traffic congestion, public utilities, and other matters pertaining to the general health, safety, and welfare of the public and to the city commission."*

In Section 22-197 of the Unified Development Code is Table 3.2 - Use Table. This table indicates that in the TL zoning district, a Short-Term Rental is permitted subject to acquiring a Conditional Use Permit (CUP).

Staff completed the required public notices for this request via a mailed notice to the property owners within 300 feet of the subject property as well as a publication in the County Democrat weekly newspaper.

Findings and Facts:

- The subject property has a zoning of TL, which allows for a Short-Term Rental with a Conditional Use Permit
- The request is compliant with the area's zoning requirements.
- The applicant has provided a copy of the house rules.

Options:

- Accept the Planning Commission's recommendation of Approval of the request (CUP04-25).
- Deny the request for a Conditional Use Permit to operate a Short-Term Rental.
- Approve with Conditions, noting what exact conditions must be met by the applicant.
- Defer to a date certain for additional discussion or information.

Financial Impact: None

Attachments: CUP04-25 PC to CC Record of Action, Jones CUP, 10.16.25 Correspondence

Staff Recommendation: Staff recommends accepting the Planning Commission's recommendation of approval for the request as-is.

RECORD OF ACTION

DATE: November 12, 2025

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

FROM: Diana Hood, City Planner

SUBJECT: Record of Action by Planning Commission

=====

CASE NO: CUP04-25

REQUEST: Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Road.

Applicant: Will Jones

Subject Property Address: 17308 Magnino Road

Legal Description: Lot 13, Magnino Tract, Located at Shawnee Twin Lake, Pottawatomie County, Oklahoma

Current Zoning: TL (Twin Lakes) **Requested Zoning:** N/A

Staff Recommendation: Approval as presented.

=====

Planning Commission Meeting Date: November 5, 2025

PC Recommendation: Approval as presented.

Conditions: None

Vote: 6 -- 0 -- 0

Members Present: 6

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

PLANNING COMMISSION APPLICATION



City of Shawnee Community Development Department

16 West 9th Street
Shawnee, OK 74801
(405) 878-1672
COSPlanning@shawneeok.org
Fax (405) 878-1587 www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

☒ Rezoning
☒ Conditional Use Permit

☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from _____ District to _____ District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 17308 Magnino Rd

LEGAL DESCRIPTION: Magnino A Tract Lot 13

PROPERTY OWNER (S): William + Kristih Jones

PROPERTY AGENT (APPLICANT): William Jones

APPLICANT'S ADDRESS: 17308 Magnino Rd

CITY: Shawnee STATE: OK ZIP: 74801

EMAIL ADDRESS: wjones@dale.k12.ok.us

TELEPHONE NUMBER: (918) 855-8253 CONTACT NUMBER: () _____

DIMENSIONS OF PROPERTY: AREA: 43560 WIDTH: 1165 x 264

LENGTH: 200 x 218 FRONTAGE: 200

CURRENT ZONING: Residential CURRENT USE: Residential

PROPOSED ZONING: ~~Planned Unit Development~~ Short term rental PROPOSED USE: ~~Planned Unit Development~~ Short term rental

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature

**COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST
BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.**

SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 350.00

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

RECEIPT NO. _____

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

Diana Hood

From: Will Jones <wjones@dale.k12.ok.us>
Sent: Thursday, October 16, 2025 8:07 AM
To: Diana Hood
Subject: [EXTERNAL EMAIL]Re: CUP Application for 17308 Magnino Road

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

Good morning,

On the bill of sale it says "Lot 13, Magnino Tract, Located at Shawnee Twin Lake, Pottawatomie County, Oklahoma".

Also, on 11/5 my wife and I will be traveling back from a leadership conference in North Carolina. Are we required to attend the Planning Commission meeting?

On Tue, Oct 14, 2025 at 2:15 PM Diana Hood <Diana.Hood@shawneeok.org> wrote:

Good Afternoon,

Your request for a Conditional Use Permit is currently scheduled to proceed to Planning Commission on 11/5/2025, however we need some additional information from you. The Planning Commission Application listed that we need a legal description of the property, and that information was not included with your submittal. We need this information before Thursday so we can send out the required public notices on time and avoid any delays on the public hearing date.

Best,

Diana Hood

City Planner

City of Shawnee

16 West 9th Street | Shawnee, OK 74801

<https://www.shawneeok.org/>

Diana.hood@shawneeok.org

(405) 878-1672





**Conditional Use
Permit (CUP)**

ADDRESS: 17308 Magnino Road

CASE NUMBER: CUP04-25

USE APPROVED: Short-Term Rental

CONDITIONS OF APPROVAL: N / A

UPON DUE NOTICE OF THIS PUBLIC HEARING AND CONSIDERATION OF COMMENTS AND RECOMMENDATIONS OF ALL INTERESTED PARTIES, THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, DOES HEREBY AUTHORIZE THE CONDITIONAL USE OF THE LAND OR BUILDINGS TO OCCUR ON THE SUBJECT PROPERTY ACCORDING TO THE INFORMATION CONTAINED IN THE APPLICATION AND ILLUSTRATED ON THE SITE PLAN. THE USE PERMIT IS GRANTED WITH THE ABOVE-STATED CONDITIONS ON THIS 17th DAY OF November, 20 25.

ERIC STEPHENS, MAYOR
SHAWNEE CITY COMMISSION

(SEAL)

ATTEST:

LISA LASYONE, CITY CLERK



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

Date: November 17, 2025
To: Board of City Commissioners
From: Petya Stefanoff, Interim Community Development Director
Subject: Public hearing for a request to rezone the property addressed as 306 East 45th Street from C-2 (Regional Commercial District) to R-3 (High Density Residential District).
Case No. RZ04-25 | Applicant: Dean Koleada

Background: The property addressed as 306 E 45th Street is located along East 45th Street, between North Union Avenue and North Harrison Street. The property is currently zoned C-2 (Regional Commercial) with similar zoning to the west and southwest, with R-1 (Low Density Residential) located to the North, TA (Transitional Agriculture) to the south, and R-3 (High Density Residential) to the northwest. This area was presented as a plat at the October 2, 2024 Planning Commission meeting. The Final Plat was approved by City Commission on October 21st, 2024. The plat has not yet been filed.

Royal Land Properties, LLC. has authorized the applicant, Dean Koleada, to make an application on their behalf to rezone a section of the area platted last year. The request is to rezone the subject area from C-2 (Regional Commercial) to R-3 (High Density Residential).

Discussion

The plat has eight lots and one common area, and the applicant intends to rezone only lot eight to allow Duplexes and other multifamily residential uses. Lots one through seven will remain commercial.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a High Density Residential land use designation. This land use designation is meant to hold a diversity of housing types and potentially even small scale, low intensity commercial or civic uses. The Comprehensive Plan also notes that this land use designation should serve as a buffer area between commercial corridors or major thoroughfares and smaller scale residential areas.

Traditionally, zoning from a higher intensity district (C-2) to a lower intensity district (R-3) would not be advised. However, considering the surrounding area, the current scarcity of multifamily housing options within the City, and the Future Land Use Map, Staff feels that this rezoning would be appropriate for the subject property.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. *"...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and*

recommendation on the proposed change."

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 requested zoning district is adjacent to the property to the northwest, with C-2 zoning to the west and southwest, TA zoning to the south, and R-1 to the north.
- The request conforms to the projected desired use indicated on the Future Land Use Map.
- Access to water, sewer, and electric utility lines is in the area.
- Notification of Public Hearing was served

Options:

- Accept the Planning Commission's recommendation for approval of the request as-is.
- Deny the request to rezone from C-2 (Regional Commercial District) to R-3 (High Density Residential District).
- Approve with Conditions, noting what specific conditions must be met by the applicant before any building permits or other development applications are issued.
- Defer for additional discussion or further information.

Financial Impact: None

Attachments: RZ04-25 PC to CC Record of Action, Shawnee - Union Square Housing - Rezone App and Authorization - 090625, 45th and Union Deed, Legal Description, 3072520014 Radius Report Complete

Staff Recommendation: Staff recommends accepting the Planning Commission's recommendation to approve the request as-is.

RECORD OF ACTION

DATE: November 12, 2025

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

FROM: Diana Hood, City Planner

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

=====

CASE NO: RZ04-25

REQUEST: Consideration of a request to rezone the property addressed as 306 E 45th St from C-2 (Regional Commercial) to R-3 (High Density Residential).

Applicant: Dean Koleada

Subject Property Address: 306 E 45th St

Legal Description: A tract of land lying in the Southeast Quarter (SE ¼) of Section Thirty One (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, in Shawnee, Pottawatomie County, Oklahoma and more particularly described as follows: COMMENCING at the Southwest Corner of said Southeast Quarter; THENCE N 00°20'00" E, along the west line of said Southeast Quarter, a distance of 526.80 feet; THENCE N 89°30'50" E a distance of 440.76 feet to the POINT OF BEGINNING; THENCE N 89°30'50" E a distance of 217.69 feet; THENCE N 00°15'29" E a distance of 2.44 feet to the southwest corner of CARDINAL POINT ADDITION, a subdivision of record in Pottawatomie County, Oklahoma; THENCE N 89°30'50" E along the south line of said CARDINAL POINT ADDITION, a distance of 329.38 feet; THENCE S 00°13'37" W along the west line of said CARDINAL POINT ADDITION, a distance of 529.23 feet to the south line of said Southeast Quarter; THENCE S 89°30'50" W along the south line of said Southeast Quarter, a distance of 197.23 feet; THENCE N 00°20'00" E a distance of 254.04 feet; THENCE S 89°30'50" W a distance of 350.82 feet; THENCE N 00°20'00" E a distance of 272.75 feet to the POINT OF BEGINNING.

Current Zoning: C-2 (Regional Commercial) **Requested Zoning:** R-3 (High Density Residential)

Staff Recommendation: Approval as presented.

=====

Planning Commission Meeting Date: November 5, 2025

PC Recommendation: Approval as presented.

Conditions: N/A

Vote: 4 -- 2 -- 0

Members Present: 6

Members:	Motion	2 nd	Aye	Nay	Abstain	Comments
ALEXANDER	X		X			

PORTER		X		X		
JOHNSON			X			
REESE				X		
BARRETT(CHAIR)			X			
HAYES			X			
(VACANT)						

PLANNING COMMISSION APPLICATION



City of Shawnee Community Development Department

16 West 9th Street
Shawnee, OK 74801
(405) 878-1672
COSPlanning@shawneeok.org
Fax (405) 878-1587 www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number : _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

☒ Rezoning

☐ Conditional Use Permit

☐ Rezoning w/Conditional Use Permit

☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from C-2 REGIONAL COMMERCIAL District to R-3 HIGH DENSITY RESIDENTIAL District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 306 E 45TH, SHAWNEE, OK

LEGAL DESCRIPTION: SEE ATTACHED

PROPERTY OWNER (S): ROYAL LAND PROPERTIES, LLC

PROPERTY AGENT (APPLICANT): DEAN KOLEADA, P.E.

APPLICANT'S ADDRESS: 8308 NW 134TH ST.

CITY: OKLAHOMA CITY STATE: OK ZIP: 73142

EMAIL ADDRESS: DEAN.KOLEADA@COX.NET

TELEPHONE NUMBER: (512) 294-4451 CONTACT NUMBER: (512) 294-4451

DIMENSIONS OF PROPERTY: AREA: 4.368 ACRES WIDTH: 547.07'

LENGTH: 529.23' FRONTAGE: 197.23'

CURRENT ZONING: C-2 REGIONAL COMMERCIAL **CURRENT USE:** UNDEVELOPED

PROPOSED ZONING: R-3 HIGH DENSITY RESIDENTIAL **PROPOSED USE:** DUPLEX RESIDENTIAL

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature

**COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST
BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.**

Katie Jander
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 350.00

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

RECEIPT NO. _____

PLANNING COMMISSION ACTION: _____ **DATE:** _____

CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____

AGENT AUTHORIZATION

To whom it may concern:

I, Kate Landes, Owner of Royal Land Properties located at _____, have authorized Dean Koleada, P.E. of Definitive Engineering, PLLC, to represent and act on the behalf of the above named Entity/Owner for the purpose of preparing and submitting applications, documents and miscellaneous submittals required for the wholly owned property located at 306 E 45th Street, Shawnee, Pottawatomie County, Oklahoma.

Thank you,

Kate Landes

9/14/25
Date

THE STATE OF OKLAHOMA §

County of Pottawatomie

BEFORE ME, the undersigned authority, on this day personally appeared Kate Landes known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed same for the purpose and consideration therein expressed.

GIVEN under my hand and seal of office on this 16th day of September, 2025.

Pam O'Rourke
NOTARY PUBLIC

Pam O'Rourke

PAM O'RORKE
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES MAR. 10, 2029
COMMISSION # 17002412

Typed or Printed Name of Notary

Commission # 17002412

MY COMMISSION EXPIRES: 3-10-2029

①

Instrument PG 1 OF 2
201900010293

Return To:

Royal Land Properties, LLC
1805 Pecan Crossing Dr.
Shawnee, OK, 74804

WARRANTY DEED
(OKLAHOMA STATUTORY FORM)

Doc Stamps: **487.50**

Tax ID#: **0000-31-011-004-0-017-00**

Filed/insured by: First American Title Insurance Company

File No.: **2425222-SH01 (DKB)**

That **Hubert D. Peery and Annelee M. Peery, Husband and Wife**, (the "Grantor"), in consideration of the sum of TEN & NO/100-----Dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do(es) hereby, grant, bargain, sell and convey unto **Royal Land Properties, LLC, an Oklahoma limited liability company**, (the "Grantee"), the following described real property and premises situated in **Pottawatomie County, State of Oklahoma**, to wit:

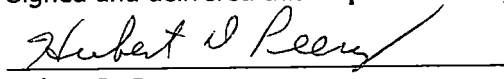
The South 4 Acres of the West Half of the East Half of the Southwest Quarter of the Southeast Quarter (W/2 E/2 SW/4 SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma.

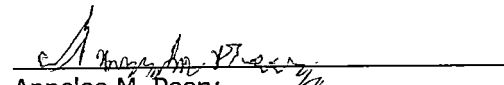
Property Address: **306 East 45th Street, Shawnee, OK 74804**

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same. LESS AND EXCEPT any interest in and to oil, gas, coal, metallic ores and other minerals therein and thereunder previously reserved or conveyed of record and all rights, interests and estates of whatsoever nature incident thereto or arising thereunder, and SUBJECT TO easements, rights of way, restrictive covenants of record.

TO HAVE AND TO HOLD said described premises unto the Grantee, and to the heirs, successors and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

Signed and delivered this **September 20, 2019**.


Hubert D. Peery


Annelee M. Peery



VIEW ADDITIONAL LAND RECORDS AT

STATE OF OKLAHOMA

Pottawatomie County

Documentary Stamps: \$ **487.50**

First American Title SH 2425222

LEGAL DESCRIPTION

A tract of land lying in the Southeast Quarter (SE $\frac{1}{4}$) of Section Thirty One (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, in Shawnee, Pottawatomie County, Oklahoma and more particularly described as follows: COMMENCING at the Southwest Corner of said Southeast Quarter; THENCE N 00°20'00" E, along the west line of said Southeast Quarter, a distance of 526.80 feet; THENCE N 89°30'50" E a distance of 440.76 feet to the POINT OF BEGINNING; THENCE N 89°30'50" E a distance of 217.69 feet; THENCE N 00°15'29" E a distance of 2.44 feet to the southwest corner of CARDINAL POINT ADDITION, a subdivision of record in Pottawatomie County, Oklahoma; THENCE N 89°30'50" E along the south line of said CARDINAL POINT ADDITION, a distance of 329.38 feet; THENCE S 00°13'37" W along the west line of said CARDINAL POINT ADDITION, a distance of 529.23 feet to the south line of said Southeast Quarter; THENCE S 89°30'50" W along the south line of said Southeast Quarter, a distance of 197.23 feet; THENCE N 00°20'00" E a distance of 254.04 feet; THENCE S 89°30'50" W a distance of 350.82 feet; THENCE N 00°20'00" E a distance of 272.75 feet to the POINT OF BEGINNING.



SMITH BROTHERS

ABSTRACT

State of Oklahoma
County of Pottawatomie

} SS

SPECIAL CERTIFICATE

118 N. Broadway Avenue
Shawnee, OK 74801
Phone: (405)273-9820 Fax: (405)273-9813

IN RE: A tract of land lying in the Southeast Quarter (SE/4) of Section Thirty One (31), Township Eleven (11) North, Range Four (4) East of the Indian Base and Meridian, in Shawnee, Pottawatomie County, Oklahoma and more particularly described as follows: Commencing at the Southwest Corner of said Southeast Quarter; thence N00°20'00"E along the west line of said Southeast Quarter, a distance of 526.80 feet; thence N89°30'50"E a distance of 440.76 feet to the Point of Beginning; thence N89°30'50"E a distance of 217.69 feet; thence N00°15'29"E a distance of 2.44 feet to the southwest corner of CARDINAL POINT ADDITION, a subdivision of record in Pottawatomie County, Oklahoma; thence N89°30'50"E along the south line of said CARDINAL POINT ADDITION, a distance of 329.38 feet; thence S00°13'37"W along the west line of said CARDINAL POINT ADDITION, a distance of 529.23 feet to the South line of said Southeast Quarter; thence S89°30'50"W along the south line of said Southeast Quarter a distance of 197.23 feet; thence N00°20'00"E a distance of 254.04 feet; thence S89°30'50"W a distance of 350.82 feet; thence N00°20'00"E a distance of 272.75 feet to the Point of Beginning.

The undersigned a duly bonded and qualified abstract company within and for Pottawatomie County, Oklahoma, hereby certifies that the current year's tax rolls in the office of the Pottawatomie County Treasurer shows the names and addresses of the owners of the property abutting and within 300 feet in any direction of the before described real estate as follows, to-wit:

1) Legal Description:

A tract of land being a part of Southeast Quarter (SE/4) of Section Thirty-One (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Shawnee, Pottawatomie County, Oklahoma, and being a part of a deed, recorded in Instrument #202200016877 (Union Tract), said tract being more particularly described as follows:

Commencing at the Southwest (SW) Corner of said Southeast Quarter (SE/4);
THENCE North 00°19'24" East, along and with the West line of said Southeast Quarter (SE/4), a distance of 526.80 feet to the POINT OF BEGINNING;
THENCE continuing North 00°19'24" East, along and with the West line of said Southeast Quarter (SE/4), a distance of 490.53 feet;

THENCE South 89°40'36" East, departing said West line, a distance of 162.23 feet;
THENCE South 65°40'36" East, a distance of 204.77 feet to a point on the centerline of a creek;
THENCE along and with the centerline of said creek the following thirteen (13) calls:

1. North 31°31'00" East, a distance of 14.83 feet;
2. North 47°49'33" East, a distance of 28.32 feet;
3. North 79°54'04" East, a distance of 17.43 feet;
4. North 21°48'16" East, a distance of 71.58 feet;
5. North 28°04'37" East, a distance of 47.15 feet;
6. North 06°29'15" East, a distance of 61.31 feet;
7. North 09°10'28" East, a distance of 44.19 feet;
8. North 01°34'34" West, a distance of 84.17 feet;
9. North 27°25'21" East, a distance of 99.20 feet;
10. North 18°40'54" West, a distance of 60.20 feet;
11. North 27°37'16" East, a distance of 88.53 feet;
12. North 31°25'13" East, a distance of 53.55 feet; 13. North 15°21'37" East, a distance of 70.34 feet to a point on the North line of said Union Tract; THENCE North 89°41'31" East, along and with the North line of said Union Tract, a distance of 91.41 feet to the Northeast (NE) Corner of said Union Tract; THENCE South 00°15'27" West, along and with the East line of said Union Tract, a distance of 1,068.66 feet to the Southeast (SE) Corner of said Union Tract; THENCE South 89°30'47" West, along and with the South line of said Union Tract, a distance of 658.54 feet to the POINT OF BEGINNING.

Current Tax Parcel Number for the above tract: 0000-31-011-004-0-010-03

UNION STREET APARTMENTS LLC
121 NE 50TH ST
OKLAHOMA CITY, OK 73105

2)
Legal Description:

The South 4 Acres of the West Half of the East Half of the Southwest Quarter of the Southeast Quarter (W/2E/2 SW/4 SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma.

Current Tax Parcel Number for the above tract: 0000-31-011-004-0-017-00

ROYAL LAND PROPERTIES LLC
1805 PECAN CROSSING DR
SHAWNEE, OK 74804-0000

3.
Legal Description:

A tract of land in the West Half of the Southwest Quarter of the Southeast Quarter (W/2 SW/4 SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, described as beginning 412.5 feet East of the Southwest corner of said

W/2 SW/4 SE/4; thence East 247.5 feet; thence North 526.80 feet; thence West 247.5 feet; thence South 526.80 feet to the point of beginning.

Current Tax Parcel Number for the above tract: 0000-31-011-004-0-021-00

ROYAL LAND PROPERTIES LLC
1805 PECAN CROSSING DR
SHAWNEE, OK 74804-0000

4.
Legal Description:

A tract of land described as beginning at the Southwest Corner of the West Half of the Southwest Quarter of the Southeast Quarter (SW/c W/2 SW/4 SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence East 412.5 feet; thence North 526.80 feet; thence West 412.5 feet; thence South 526.80 feet to the point of beginning.

Current Tax Parcel Number for the above tract: 0000-31-011-004-0-019-00

ROYAL LAND PROPERTIES LLC
1805 PECAN CROSSING DR
SHAWNEE, OK 74804-0000

5.
Legal Description:

WILLIAMS E 4ACS IN BLK 5 DESC AS BEG 33'S &; 1002'E NW/C NE S365.5' E478' NW365.5'
W475' POB – Sec 6 – TwN 10N – Rng 4E

aka

Part of the East 6 acres of Lot Five (5), WILLIAM'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof, described as: A tract of land described as beginning 33 feet South and 763.70 feet East of the NW/C of the NE/4 of Section 6, Township 10 North, Range 4 East of the Indian Meridian; thence South 365.50 feet; thence East 716.30 feet to the West line of the A.T. & S.F. Railway right-of-way; thence Northwesterly along West line of said right-of-way 365.50 feet to a point 33 feet South of the North line of said Section 6; thence West 713.30 feet to the point of beginning.

Current Tax Parcel Number for the above tract: 3630-00-005-001-0-000-00

CENTRAL CHURCH OF CHRIST
% BOB PERRY 1936 N UNION
SHAWNEE, OK 74804-0000

6.

Legal Description:

WILLIAMS 2ACS 6-10-4 BEG 33'S &; 763.7'E NW/C NE S365 1/2' E238.3' N356 1/2' W238.3' POB -
Sec 6 – Twn 10N – Rng 4E

aka

Part of the East 6 acres of Lot Five (5), WILLIAM'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof, described as: A tract of land described as beginning 33 feet South and 763.70 feet East of the NW/C of the NE/4 of Section 6, Township 10 North, Range 4 East of the Indian Meridian; thence South 365.50 feet; thence East 716.30 feet to the West line of the A.T. & S.F. Railway right-of-way; thence Northwesterly along West line of said right-of-way 365.50 feet to a point 33 feet South of the North line of said Section 6; thence West 713.30 feet to the point of beginning.

Current Tax Parcel Number for the above tract: 3630-00-005-003-0-000-00

CENTRAL CHURCH OF CHRIST
% BOB PERRY 1936 N UNION
SHAWNEE, OK 74804-0000

7.

Legal Description:

WILLIAMS 3ACS 6-20-4 PT BLK 5 BEG 33'S 406.3'E NW/C NE E357.4' S365.5' W357.4' N365.5'
POB THUNDERBIRD VILLAGE MHP - Sec 6 – Twn 10N – Rng 4E

aka

A tract of land described as beginning 33 feet South and 406.3 feet East of the Northwest corner of the Northeast Quarter (NW/c NE/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence N89°30'45"E a distance of 357.40 feet; thence S01°01'20"E a distance of 365.50 feet; thence S89°30'45"W a distance of 357.40 feet; thence N01°01'20"W a distance of 365.50 feet to the point of beginning, being a part of Armourdale Addition, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

Current Tax Parcel Number for the above tract: 3630-00-005-002-0-000-00

BARRETT JOHN A JR

303 E 45TH
SHAWNEE, OK 74804

8.
Legal Description:

A tract of land being a part of Block Five (5), WILLIAMS ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, being described follows: BEGINNING at a point 33 feet South and 30 feet East of the Northwest Corner of the Northeast Quarter (NW/4 NE/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; THENCE East 376.3 feet; THENCE South 365.5 feet; THENCE West 376.3 feet; THENCE North 365.5 feet to the POINT OF BEGINNING. LESS AND EXCEPT: Lots 1 to 16, both inclusive, Block 53, ARMOURDALE ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma.

Current Tax Parcel Number for the above tract: 3630-00-005-004-0-000-00
TRANSITIONAL SERVICES LLC
201 E 45TH ST
SHAWNEE, OK 74804

9:
Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 1

Current Tax Parcel Number for the above tract: 7016-00-001-001-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

10:
Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 2

Current Tax Parcel Number for the above tract: 7016-00-001-002-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

11:
Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 3

Current Tax Parcel Number for the above tract: 7016-00-001-003-0-000-00

SHEFFIELD WENDI
4523 RED BIRD RD
SHAWNEE, OK 74804

12:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 4

Current Tax Parcel Number for the above tract: 7016-00-001-004-0-000-00
NEWTON MYRA E FAMILY TRUST
4525 RED BIRD RD
SHAWNEE, OK 74804

13:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 5

Current Tax Parcel Number for the above tract: 7016-00-001-005-0-000-00
SIMMONS PHILIP T & SUE ANN
4527 RED BIRD RD
SHAWNEE, OK 74804

14:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 6

Current Tax Parcel Number for the above tract: 7016-00-001-006-0-000-00
BRYAN LITTLE HOMES LLC
P O BOX 1225
SHAWNEE, OK 74802

15:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 7

Current Tax Parcel Number for the above tract: 7016-00-001-007-0-000-00
BANDY FAMILY LIVING TRUST
4531 RED BIRD RD
SHAWNEE, OK 74804

16:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 8

Current Tax Parcel Number for the above tract: 7016-00-001-008-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

17:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 9

Current Tax Parcel Number for the above tract: 7016-00-001-009-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

18:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 10

Current Tax Parcel Number for the above tract: 7016-00-001-010-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

19:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 11

Current Tax Parcel Number for the above tract: 7016-00-001-011-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

20:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 13

Current Tax Parcel Number for the above tract: 7016-00-001-013-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

21:
Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 1 LOT 12

Current Tax Parcel Number for the above tract: 7016-00-001-012-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

22:
Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 1

Current Tax Parcel Number for the above tract: 7016-00-002-001-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

23:
Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 2

Current Tax Parcel Number for the above tract: 7016-00-002-002-0-000-00
KORNELSEN VIRGINIA D
4520 RED BIRD RD
SHAWNEE, OK 74804

24:
Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 3

Current Tax Parcel Number for the above tract: 7016-00-002-003-0-000-00
LANKFORD SHERRY & JERRY
4522 RED BIRD RD
SHAWNEE, OK 74804

25:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 4

Current Tax Parcel Number for the above tract: 7016-00-002-004-0-000-00
JORGENSEN BERNARD
4524 RED BIRD RD
SHAWNEE, OK 74804

26:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 5

Current Tax Parcel Number for the above tract: 7016-00-002-005-0-000-00
BEACH STACY ANN
4526 RED BIRD RD
SHAWNEE, OK 74804

27:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 6

Current Tax Parcel Number for the above tract: 7016-00-002-006-0-000-00
HATFIELD DAVID C & DIANA B
511 BLUE BIRD LN
SHAWNEE, OK 74804

28:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 7

Current Tax Parcel Number for the above tract: 7016-00-002-007-0-000-00
BRYAN LITTLE HOMES LLC
P O BOX 1225
SHAWNEE, OK 74802

29:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 8

Current Tax Parcel Number for the above tract: 7016-00-002-008-0-000-00
BRYAN LITTLE HOMES LLC
P O BOX 1225
SHAWNEE, OK 74802

30:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 9

Current Tax Parcel Number for the above tract: 7016-00-002-009-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

31:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 10

Current Tax Parcel Number for the above tract: 7016-00-002-010-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

32:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 11

Current Tax Parcel Number for the above tract: 7016-00-002-011-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

33:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 12

Current Tax Parcel Number for the above tract: 7016-00-002-012-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

34:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 13

Current Tax Parcel Number for the above tract: 7016-00-002-013-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

35:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 14

Current Tax Parcel Number for the above tract: 7016-00-002-014-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

36:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 15

Current Tax Parcel Number for the above tract: 7016-00-002-015-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

37:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 2 LOT 16

Current Tax Parcel Number for the above tract: 7016-00-002-016-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

38:

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 5

Current Tax Parcel Number for the above tract: 7016-00-003-005-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

39.

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 6

Current Tax Parcel Number for the above tract: 7016-00-003-006-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

40.

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 7

Current Tax Parcel Number for the above tract: 7016-00-003-007-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

41.

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 8

Current Tax Parcel Number for the above tract: 7016-00-003-008-0-000-00

Cardinal Point Development, LLC

P.O. Box 3503

Shawnee, OK 74802

42.

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 1

Current Tax Parcel Number for the above tract: 7016-00-003-001-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

43.

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 2

Current Tax Parcel Number for the above tract: 7016-00-003-002-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

44.

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 3

Current Tax Parcel Number for the above tract: 7016-00-003-003-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

45.

Legal Description:

CARDINAL POINT ADDN PHASE 1 BLOCK 3 LOT 4

Current Tax Parcel Number for the above tract: 7016-00-003-004-0-000-00
Cardinal Point Development, LLC
P.O. Box 3503
Shawnee, OK 74802

ATTEST:

Mary A. Sharp

Mary Sharp, Title Researcher
Abstractor License No.: 4007

SB 307520014

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 LYING IN THE SOUTHEAST QUARTER (SE ¼) OF SECTION THIRTY ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, IN SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE N 00°20'00" E, ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 526.80 FEET; THENCE N 89°30'50" E A DISTANCE OF 440.76 FEET TO THE POINT OF BEGINNING; THENCE N 89°30'50" E A DISTANCE OF 217.69 FEET; THENCE N 00°15'29" E A DISTANCE OF 2.44 FEET TO THE SOUTHWEST CORNER OF CARDINAL POINT ADDITION, A SUBDIVISION OF RECORD IN POTTAWATOMIE COUNTY, OKLAHOMA; THENCE N 89°30'50" E ALONG THE SOUTH LINE OF SAID CARDINAL POINT ADDITION, A DISTANCE OF 329.38 FEET; THENCE S 00°13'37" W ALONG THE WEST LINE OF SAID CARDINAL POINT ADDITION, A DISTANCE OF 529.23 FEET TO THE SOUTH LINE OF SAID SOUTHEAST QUARTER; THENCE S 89°30'50" W ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 197.23 FEET; THENCE N 00°20'00" E A DISTANCE OF 254.04 FEET; THENCE S 89°30'50" W A DISTANCE OF 350.82 FEET; THENCE N 00°20'00" E A DISTANCE OF 272.75 FEET TO THE POINT OF BEGINNING.

FROM ZONING CLASSIFICATION C-2 (REGIONAL COMMERCIAL DISTRICT) TO R-3 (HIGH DENSITY RESIDENTIAL DISTRICT) AND 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 17th Day of November, 2025, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification C-2 (Regional Commercial District) to R-3 (High Density Residential 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 R-3 (High Density Residential 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 lying in the Southeast Quarter (SE ¼) of Section Thirty One (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, in Shawnee, Pottawatomie County, Oklahoma and more particularly described as follows: commencing at the Southwest Corner of said Southeast Quarter; thence N 00°20'00" E, along the west line of said Southeast Quarter, a distance of 526.80 feet; thence N 89°30'50" E a distance of 440.76 feet to the point of beginning; thence N 89°30'50" E a distance of 217.69 feet; thence N 00°15'29" E a distance of 2.44 feet to the southwest corner of Cardinal Point Addition, a subdivision of record in Pottawatomie County, Oklahoma; thence N 89°30'50" E along the south line of said Cardinal Point Addition, a distance of 329.38 feet; thence S 00°13'37" W along the west line of said Cardinal Point Addition, a distance of 529.23 feet to the south line of said Southeast Quarter; thence S 89°30'50" W along the south line of said Southeast Quarter, a distance of 197.23 feet; thence N 00°20'00" E a distance of 254.04 feet; thence S 89°30'50" W a distance of 350.82 feet; thence N 00°20'00" E a distance of 272.75 feet to the point of beginning, from zoning classification C-2 (Regional Commercial District) to R-3 (High Density Residential District) and amending the official zoning map of the City of Shawnee accordingly.

PASSED AND APPROVED this _____ day of November, 2025.

(SEAL)
ATTEST:

ERIC STEPHENS, MAYOR

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this ____ day of November, 2025.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

RZ04-25
306 E 45th St

DRAFT



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

Date: November 17, 2025
To: City Commission
From: Kimberly Hoover, Finance Director
Subject: November 2025 Sales and Use Tax Deposit

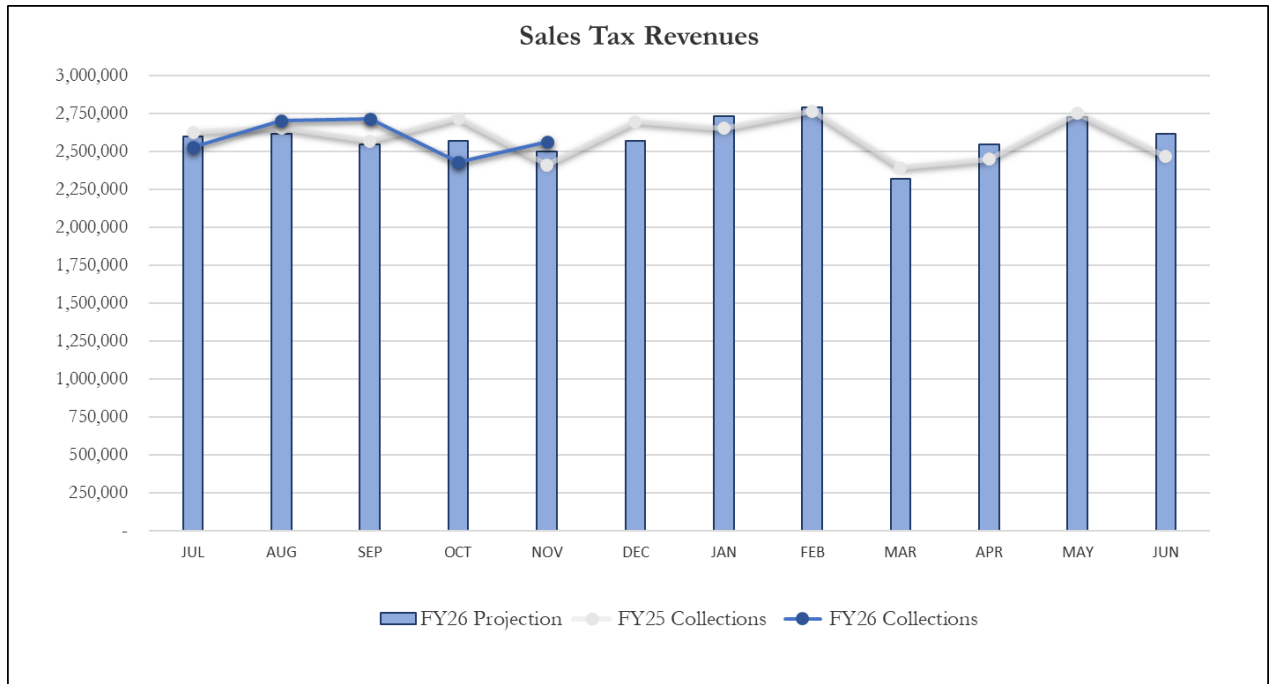
Background: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 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 November consist of October estimates and September 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 November sales tax deposit was \$2,562,337.40 including interest of \$4,147.18, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,281,168.70
2018 Capital Improvements Fund	320,292.18
Capital Improvements Fund	248,226.44
Street Improvements Fund	280,255.65
Economic Development Fund	32,029.22
Police Sales Tax Fund	40,036.52
Fire Sales Tax Fund	40,036.52
2023 Capital Improvements Fund	<u>320,292.18</u>
Total Sales Taxes Collected	<u><u>\$ 2,562,337.40</u></u>

- Finance Department Report - Sales and use tax collections totaled \$2,954,130.37 for November 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 \$65,429 or 2.62%, above the projected budget year-to-date, across 8 funds. Use tax collections are up \$19,284 or 0.99% above the projected budget year-to-date.

○ Fiscal Year 2026 Sales Tax Collections and Performance:

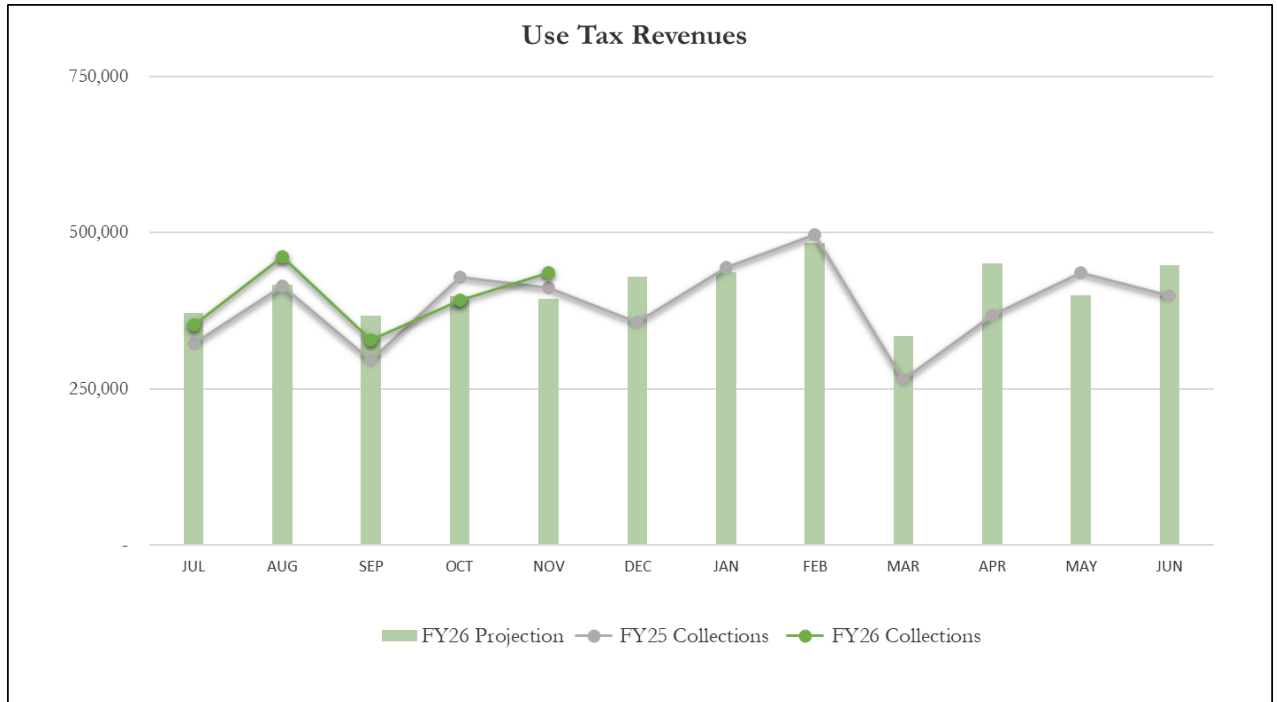


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts - November 2025	\$ 2,496,908	\$ 2,562,337	\$ 65,429	2.62%
Sales Tax Receipts (year-to-date):	\$ 12,825,189	\$ 12,939,487	\$ 114,298	0.89%

	November 2024	November 2025	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 2,606,350	\$ 2,409,197	\$ (197,153)	-7.56%

	Year To Date FY 2024	Year To Date FY 2025	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 12,974,732	\$ 12,939,487	\$ (35,246)	-0.27%

○ Fiscal Year 2026 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts - November 2025	\$ 394,936	\$ 435,443	\$ 40,507	10.26%
Uses Tax Receipts (year-to-date):	\$ 1,949,302	\$ 1,968,586	\$ 19,284	0.99%

	November 2024	November 2025	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 386,136	\$ 411,343	\$ 25,206	6.53%

	Year To Date FY 2024	Year To Date FY 2025	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 1,873,272	\$ 1,968,586	\$ 95,314	5.09%

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

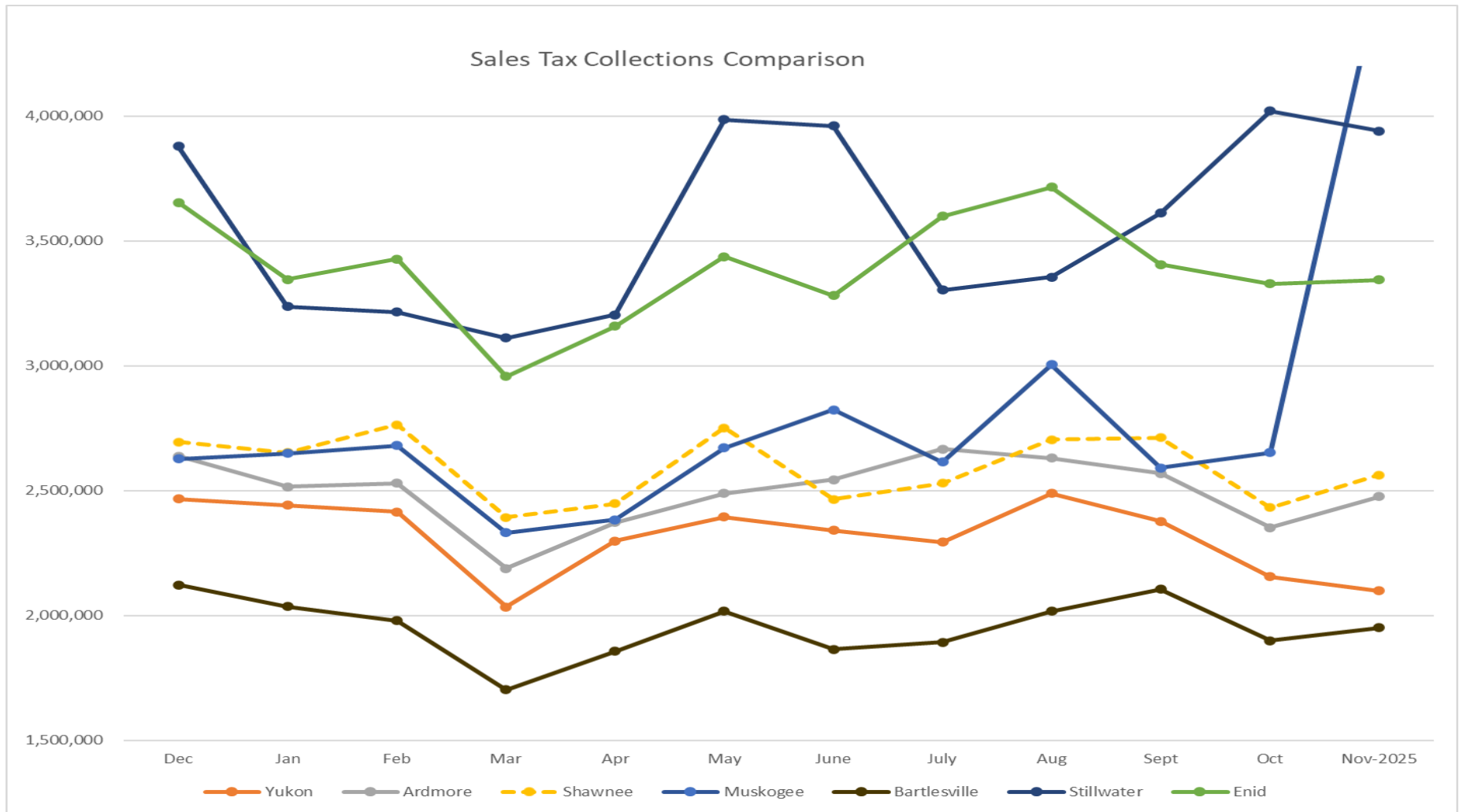
General Fund Projections (year-to-date)

Sales Tax Above/(Below) Projections:	\$	57,149
Use Tax Above/(Below) Projections:	\$	19,284

Appropriated:

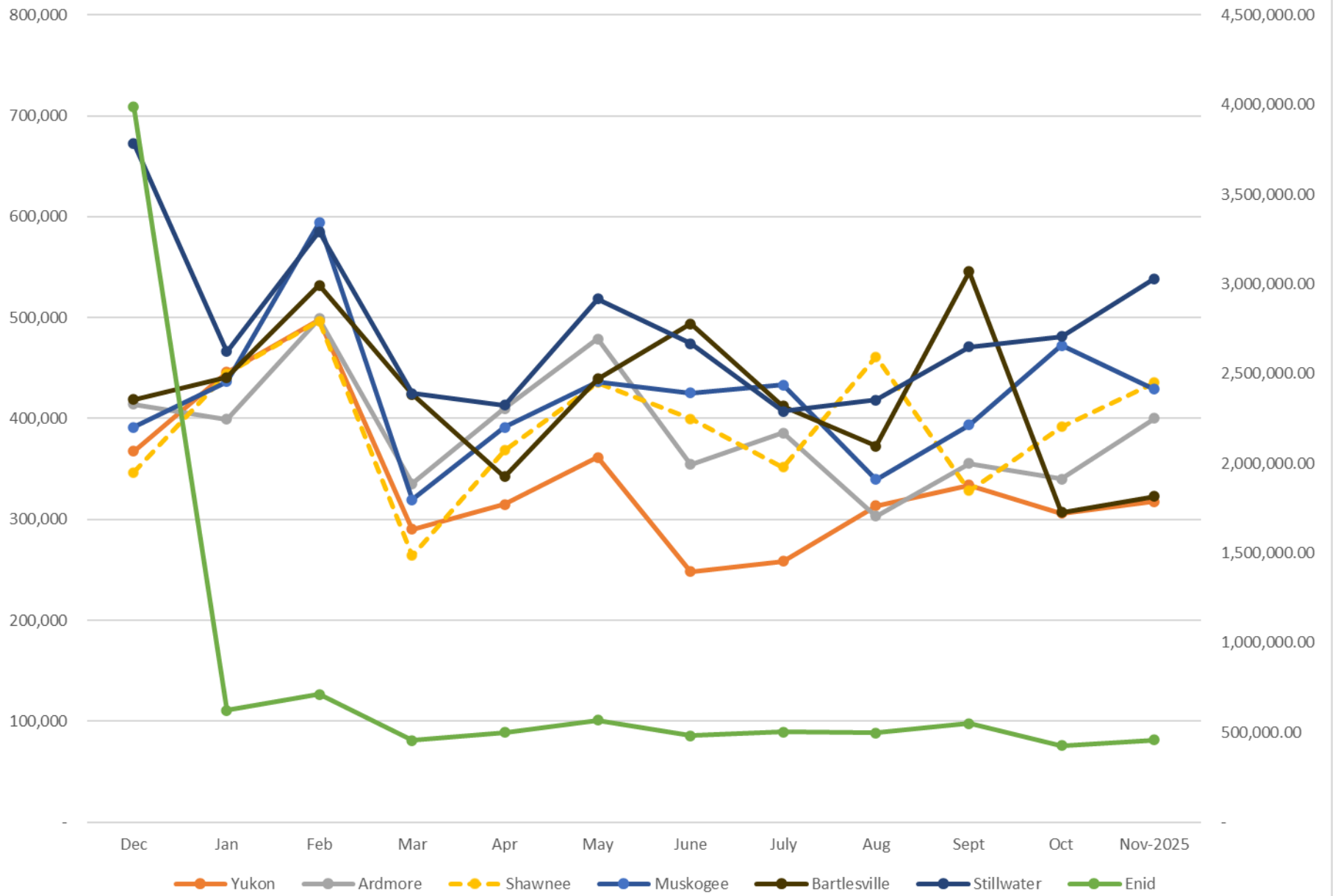
Total Appropriated	\$	-
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Total Unappropriated:	\$	76,433
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	Yukon	Ardmore	Shawnee	Muskogee	Bartlesville	Stillwater	Enid
Population	23,630	24,725	31,377	36,878	37,290	48,394	51,308
City Tax Rate	4.00%	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

