

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 D Stephens

ERIC STEPHENS, MAYOR

ATTEST:

Lisa Lasyone

LISA LASYONE, MMC
CITY CLERK