

AMENDED

AGENDA
BOARD OF CITY COMMISSIONERS
DECEMBER 15, 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 November 17, 2025, regular meeting.

- b. Acknowledge the following minutes and reports:

- Planning Commission Minutes from the October 1, 2025, and November 5, 2025, regular meetings.
- Shawnee Beautification, Parks, and Recreation Committee Minutes from the October 16, 2025, regular meeting.
- Shawnee Senior Citizens Advisory Board Minutes from the August 12, 2025, regular meeting and the October 3, 2025, special call meeting.

- License Payment Report for November 2025.
 - Project Payment Report for November 2025.
- c. Acknowledge the resignation of Kerri Keck from the Shawnee Beautification, Parks, and Recreation Committee effective immediately.
- d. Acknowledge the resignation of Ann Dowdy from the Shawnee Senior Citizens Advisory Board effective immediately.
- e. Mayor Appointments:

Shawnee Beautification, Parks, and Recreation Committee

Nathan Ferguson 1st Partial Term Expires: May 1, 2028
Replaces Kerri Keck, Resigned

Shawnee Senior Citizens Advisory Board

Joe Ward 1st Partial Term Expires: July 1, 2027
Replaces Ann Dowdy, Resigned

Oklahoma Baptist University Authority

James Wilder 1st Full Term Expires: December 31, 2031
Reappointment

Sam Garlow 1st Full Term Expires: December 31, 2031
Replaces Marty Lewis, Term Expired

- f. Budget amendments for Fiscal Year 2025 – 2026:
- Fund 001 — General Fund — To appropriate monies received from donations to transfer into Equipment, Maintenance, Contracts for the Fire Department expenditures in FY26.
 - Fund 001 — General Fund — To appropriate monies received from donations to transfer into Other Materials & Supplies and Contingency for the Parks & Recreation Department expenditures in FY26.
 - Fund 001 — General Fund — To appropriate monies received from FY26 OK Safe Grant for overtime to transfer to Police Department Overtime for expenditures in FY26.
 - Fund 001 — Federal Grant Revenue — To appropriate grant monies into Equipment Parts & Supplies for expenditures in FY26 for Emergency

Management.

- Fund 301 — Capital Improvement Fund — To appropriate monies received from Oklahoma Municipal Assurance Group (OMAG) to transfer into Capital Outlay—Equipment for the Fire Department expenditures in FY26.
 - Fund 350 — Aquatic Center — To appropriate monies received from donations to transfer into Other Contractual Services for the Aquatic Center expenditures in FY26.
- g. Acknowledge Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Vicki Files.
 - h. Acceptance of Bison Curve public infrastructure and placing the maintenance bonds into effect.
 - i. Ratification of an agreement with Total Demolition Services, LLC for the demolition of the structure at 6 and 8 West Main Street.
3. Presentation of the Pet of the Month by Animal Control.
 4. Presentation of the Fiscal Year 2023-2024 Annual Comprehensive Financial Report and Single Audit Report.
 5. Shawnee Forward Presentation.
 6. Presentation of the Safe Streets for All (SS4A) Project.
 7. Public hearing for a request to rezone the property addressed as 316 North Kimberly Avenue from R-1 (Low Density Residential District) to R-3 (High Density Residential District).
Case No. RZ05-25 | Applicant: Ethan Acock, Acock Properties LLC
 8. Consideration of an ordinance to rezone the property addressed as 316 North Kimberly Avenue from R-1 (Low Density Residential District) to R-3 (High Density Residential District).
Case No. RZ05-25 | Applicant: Ethan Acock, Acock Properties LLC
 9. Public hearing for a request to rezone a portion of the property addressed as 3901 North Kickapoo Street from R-3 (High Density Residential District) to C-2 (Regional Commercial District).

Case No. RZ06-25 | Applicant: Paul Bass & Landes Engineering

10. Consideration of an ordinance to rezone a portion of the property addressed as 3901 North Kickapoo Street from R-3 (High Density Residential District) to C-2 (Regional Commercial District).

Case No. RZ06-25 | Applicant: Paul Bass & Landes Engineering

11. Public hearing for a request to rezone the property addressed as 1301 East Independence Street from R-1 (Low Density Residential District) to C-1 (Local Commercial District).

Case No. RZ07-25 | Applicant: Kenneth & Terry Gober, Aspire Equity Holdings LLC

12. Consideration of an ordinance to rezone the property addressed as 1301 East Independence Street from R-1 (Low Density Residential District) to C-1 (Local Commercial District).

Case No. RZ07-25 | Applicant: Kenneth & Terry Gober, Aspire Equity Holdings LLC

13. Consider Bid(s):

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

14. Acknowledge Monthly Sales Tax Report.

15. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)

16. Commissioners Comments

17. Consider an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding Pottawatomie County Case No. CJ-2023-468 relating to the Fairview Mausoleum.

18. Consider matters discussed in executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and

its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding Pottawatomie County Case No. CJ-2023-468 relating to the Fairview Mausoleum.

19. Adjournment

Respectfully submitted,



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

NOVEMBER 17, 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, November 17, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, November 13, 2025, at 4:20 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

Absent

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: Ashley Fichtner

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.

COMMISSIONER FICHTNER ARRIVED AT 6:03 P.M.

Ms. Theresa Cody, Mr. Glenn Peck, Ms. Cyndi Berger, Mr. David Henry, Mr. Rob Morris, and Mr. Bill Rooth spoke during Citizens Participation.

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.

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

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

NAY: None

ABSTAIN: None

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

Animal Control Officer Trel Meyers introduced Buster, an approximately thirteen (13) year-old canine.

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

Interim Community Development Director Petya Stefanoff stated that the applicant is requesting a Conditional Use Permit to operate a Short-Term Rental out of the existing home. 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 3520 North Market Avenue. No one appeared in favor or against the request. The public hearing was closed.

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

A motion was made by Vice Mayor Matthews, seconded by Commissioner Odneal, to approve a Conditional Use Permit to operate a Short-Term Rental at the

property addressed as 3520 North Market Avenue. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

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

Interim Community Development Director Petya Stefanoff stated that the applicant is requesting a Conditional Use Permit to operate a Short-Term Rental. 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 17308 Magnino Road. Mr. Will Jones appeared in favor of the request. No one appeared against the request. The public hearing was closed.

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

A motion was made by Commissioner Fichtner, seconded by Commissioner Sehorn, to approve a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Road. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

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

Interim Community Development Director Petya Stefanoff stated that the applicant is requesting to rezone Lot 8, which is in a section of the area platted last year, from C-2 (Regional Commercial District) to R-3 (High Density Residential District). She stated that Lots 1 through 7 will remain commercial. The Planning Commission and Staff recommend approval.

Mayor Stephens declared a public hearing in session to consider 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). Mr. Gunner Joyce appeared in favor of the request. No one appeared against the request. The public hearing was closed.

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

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve 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).

Ordinance No. 2821NS was introduced.

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.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

10. Acknowledge Monthly Sales Tax Report.

Finance Director Kimberly Hoover reported sales tax collections are up Sixty-Five Thousand Four Hundred Twenty-Nine Dollars (\$65,429.00) or Two Point Six-Two Percent (2.62%), above the projected budget year-to-date. She stated that use tax collections are up Nineteen Thousand Two Hundred Eighty-Four Dollars (\$19,284.00) or Zero Point Nine-Nine Percent (0.99%), above the projected budget year-to-date.

11. Commissioners Comments

The Mayor and Commissioners congratulated the Salvation Army on the funds raised during the Spaghetti Dinner Fundraiser.

Commissioner Richter commented on more multi-family homes coming.

Commissioner Sehorn commented on sales tax, multiple projects, including the new Georg Fischer building, the Waste Water Treatment Plant, and the Kickapoo widening project, and shopping local during the holidays.

Commissioner Fichtner commented on the United Way Gala and the upcoming Winter Wonderland.

Mayor Stephens commented on the success of the recent Fall Festival. He congratulated Kerri Foster on the new position.

Commissioner Odneal commented on the Fall Festival and the Veterans Memorial. He announced a walk study on November 18, 2025, at 5:00 p.m.

starting at the Community Center on Park Street to Main Street.

Vice Mayor Matthews commented on the Fall Festival, the groundbreaking for the Animal Shelter, and sales tax.

12. 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.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (6:43 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (6:46 P.M.)

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.

A motion was made by Vice Mayor Matthews, seconded by Mayor Stephens, to approve an executive session for discussion in accordance with 25 O.S. §307(B)(3), the sale, purchase, lease, acquisition, or appraisal of real property. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

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.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve an executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the

advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Santa Fe Depot. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 6:48 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 7:57 P.M. WITH ALL MEMBERS PRESENT.

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.

City Attorney Joe Vorndran provided a Staff report. He stated that the subject property is the property currently owned by S & S Farm Center, Inc., and located between Beard and Kickapoo and Main and Oakland, approximately Thirteen Point Six-Six (13.66) acres, described as follows:

1. A part of Block Ninety-Five (95), more particularly described as follows: the South 40 feet of Lots One through Six (1-6); all of Lots Seven through Twelve (7-12); and all vacant alleys, all located in Block Ninety-Five (95), Parcel Three (3), of the City of Shawnee, according to the recorded amended plat thereof; with Property Address of 302 South Beard Avenue, Shawnee, Oklahoma; and
2. Lot Ten (10), Block Ninety-Eight (98), of the City of Shawnee, according to the recorded amended plat thereof; with Property Address of 306 South Louisa Avenue, Shawnee, Oklahoma; and
3. Lot Three (3) and Lot Four (4), Block Ninety-Eight (98), of the City of Shawnee, according to the recorded amended plat thereof; with Property Address of 321 South Kickapoo Avenue, Shawnee, Oklahoma; and
4. A tract of land believed to be described as follows: All that part of the West Half (W/2) of Section Nineteen (19), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, more particularly described as follows: Beginning at the Northwest Corner of Lot Twenty (20), Block Ninety-Six (96), of the Amended Plat of Blocks Ninety-Six (96) and Ninety-Seven (97) of the Amended Plat to the City of Shawnee, Pottawatomie

County, Oklahoma, according to the recorded plat thereof, said point also being the East line of Park Street as shown on said Amended Plat; thence East along a line that is One Hundred Twenty-Five (125) feet South of and parallel to the centerline of Track No. Fifty (50) of the Atchison, Topeka, and Santa Fe Railway Company, a distance of Six Hundred Eighty (680) feet to the West line of Beard Street as shown on said Amended Plat; Said Track No. Fifty (50) formerly referred to as the centerline of main track of the OCAA Railway Company; thence North along said West line of Beard Street a distance of Two Hundred (200) feet to a point that is Seventy-Five (75) feet North of said centerline of Track No. Fifty (50); thence West along a line that is Seventy-Five (75) feet North of a parallel to the centerline of said Track No. Fifty (50) a distance of Six Hundred Eighty (680) feet to the East line of Park Street produced North; thence South along the East line of Park Street produced North and the East line of Park Street, a distance of Two Hundred (200) feet to the Point of Beginning. Otherwise known accurately and truthfully as 320 South Beard Avenue, Shawnee, Oklahoma.

A motion was made by Commissioner Odneal, seconded by Vice Mayor Matthews, to allow the City Manager and City Attorney to negotiate to purchase the property currently owned by S & S Farm Center, and to authorize the City Manager to execute any purchase contracts, contracts for appraisal, and contracts for inspections. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

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.

City Attorney Joe Vorndran provided a Staff report.

A motion was made by Commissioner Odneal, seconded by Commissioner Shuler, to authorize the City Manager and City Attorney to enter into negotiations with the Pottawatomie County Historical Society Board relating to the settlement of the Santa Fe Depot; if negotiations fail, we further authorize the City Manager and City Attorney exhaust all legal remedies available. Motion carried 7-0-0.

AYE: Odneal, Shuler, Stephens, Fichtner, Sehorn, Richter, Matthews
NAY: None
ABSTAIN: None

17. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:06 p.m.)

ERIC STEPHENS, MAYOR

ATTEST:

LISA LASYONE, MMC
CITY CLERK

PLANNING COMMISSION MINUTES

DATE: October 1, 2025

MINUTES

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

Vice-Chair Johnson called the meeting to order at **1:33 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

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

Absent: Barrett

Item 1. Consideration of approval of the minutes from the regular meeting on August 6, 2025.

City Planner Diana Hood noted that after the last meeting where these minutes were approved, she noticed an error and has brought the corrected minutes back for the Planning Commission's approval. Vice-Chair Johnson asked for questions or corrections to the minutes. Commissioner Porter made a motion to **Approve** the minutes, which Commissioner Reese seconded.

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

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

Nay: None

Abstain: None

Item 2. Consideration of approval of the minutes from the regular meeting on September 3, 2025.

Vice-Chair Johnson asked for questions or corrections to the minutes. Commissioner Alexander made a motion to **Approve** the minutes, which Commissioner Hayes seconded.

Motion passed **6-0-0**

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

Nay: None

Abstain: None

Item 3. Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 730 N Pennsylvania Ave.

Case No. CUP02-25 | Applicant: Penny Schultz

Background:

The property addressed as 730 N Pennsylvania Ave is located just south of the intersection of East Dewey Street and North Pennsylvania Avenue, and is zoned R-1 (Low Density Residential) with similar zoning surrounding it on all sides. The owner, Blue Peaches LLC, has designated the applicant, Penny Schultz, to make an application on their behalf for a Conditional Use Permit to operate a Short-Term Rental.

The applicant is requesting a Conditional Use Permit and License to begin operation as a new Short-Term Rental, as required by Sec. 22-199.I of the Unified Development Code. Short-Term Rentals are allowed in all Residential zoning districts with a CUP.

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).

The Comprehensive Plan Future Land Use Map indicates a residential land use, and the current zoning of R-1 (Low Density Residential) is meant to accommodate single-family homes and other supporting facilities. A Short-Term Rental use is allowed in this zoning district WITH a 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 conforms to the Comprehensive Plan Future Land Use Map.
- The Property Manager is Penny Schultz, the Applicant

Options:

- Recommend Approval of Case No. CUP02-25 for a Conditional Use Permit (CUP) to operate a Short-Term Rental.
- Recommend Denial of the request for the CUP.
- Recommend Deferral of Case No CUP02-25 with a request for additional and specific information to a certain date.

This request will be heard at the City Commission meeting on Monday, October 20, 2025, at 6pm in the Council chambers.

Financial Impact: None

Attachments: Application packet

Staff Recommendation: Staff recommends approval of Case No. CUP02-25 to allow a Short-Term Rental.

Commissioner Reese made a motion to recommend **APPROVAL** of **Case No. CUP02-25** which Commissioner Porter seconded.

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

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

Nay: None

Abstain: None

Item 4. Community Development Update

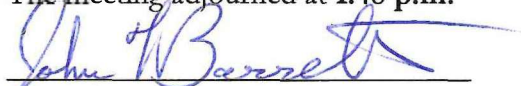
Interim Community Development Director Petya Stefanoff remarked that the City of Shawnee is hosting an Empty Building Tour in the Downtown area, showcasing currently unused buildings that might interest businesses or developers.

Item 5. Planning Commissioners' Comments

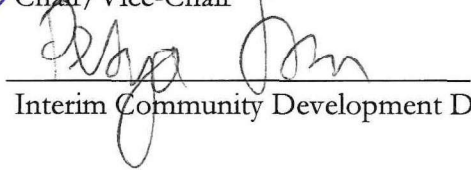
Commissioner Hayes remarked that National Walk to School day is on October 8th, and Commissioner Alexander noted that the Empty Buildings Tour looks interesting. Vice-Chair Johnson noted that the Pedal Palooza event was the week prior and had a large attendance, and expressed excitement about the Safe Roads and Streets for All project.

Item 6. Adjournment


The meeting adjourned at 1:48 p.m.



Chair/Vice-Chair



Interim Community Development Director



Date



Date

PLANNING COMMISSION MINUTES

DATE: November 5, 2025

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on November 5th, at 1:30 p.m., according to notice duly posted as prescribed by law.

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

The following Commissioners were present:

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

Absent:

Vacant: One seat vacant.

Item 1. Consideration of approval of the minutes from the regular meeting on October 1, 2025.

Chair Barrett asked for questions or corrections to the minutes. Commissioner Reese made a motion to **Approve** the minutes, which Vice Chair Johnson seconded.

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

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

Nay: None

Abstain: None

Item 2. Consideration of the 2026 Planning Commission Regular Meeting Schedule for approval or possible action.

Commissioner Reese made a motion to approve the 2026 Calendar, seconded by Commissioner Porter.

Motion passed 6-0-0.

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

Nay: None

Abstain: None

Item 3. 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.

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).

The Comprehensive Plan Future Land Use Map indicates a Low Density Residential land use, and the current zoning district is meant to accommodate low-density single-family residential development supported by parks, open space, cultural, and educational amenities. A Short-Term Rental use is allowed in this zoning district with a 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 Comprehensive Plan Future Land Use Map
- The owner has a property manager, Kristina Maltos, who lives in Shawnee and will be available to respond to any concerns or emergencies.

Options:

- Recommend Approval of Case No. CUP03-25 for a Conditional Use Permit (CUP) to operate a Short-Term Rental.
- Recommend Denial of the request for a CUP.
- Recommend Approval of the request With Conditions, noting what conditions must be met for approval.
- Defer to a certain date with a request for additional and specific information.

This request is scheduled to be heard at the City Commission meeting on Monday, November 17th, 2025 at 6pm in the City Commission chambers.

Financial Impact: None

Staff Recommendation: Staff recommends approval of the request for a CUP to operate a Short-Term Rental.

Page

Chair Barrett opened the public hearing and the applicant, Mary Wisdom approached the podium to answer any questions from the Commission. Commissioner Reese asked if this was her first Short-Term rental, to which she responded that she has one STR in South Carolina, but it is her first in Shawnee.

Commissioner Porter made a motion to **APPROVE** Case No. **CUP03-25** which Commissioner Alexander seconded. Motion passed 6-0-0.

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

Nay: None

Abstain: None

Item 4. 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 Rd.

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).

The Comprehensive Plan Future Land Use Map indicates an Agricultural / Open Space land use, and the current zoning district is meant to keep disruption of the natural landscape minimal, encourage and enhance the Lakes as a place for recreation and low density residences. A Short-Term Rental use is allowed in this zoning district with a 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 Comprehensive Plan Future Land Use Map.
- The Applicant has provided a copy of the house rules.

Options:

- Recommend Approval of Case No. CUP03-25 for a Conditional Use Permit (CUP) to operate a Short-Term Rental.
- Recommend Denial of the request for a CUP.
- Recommend Approval of the request With Conditions, noting what conditions must be met for approval.
- Defer to a certain date with a request for additional and specific information.

This item is scheduled to be heard at the November 17, 2025 City Commission meeting at 6pm in the Commission Chambers.

Financial Impact: None

Attachments: Jones CUP, Twin Lakes Short-Term Rental Application Letter, Twin Lakes Airbnb – House Rules

Staff Recommendation: Staff recommends approval of the request for a Conditional Use Permit to operate a Short-Term Rental.

Chair Barrett opened the public hearing, where two individuals, as well as the applicant's representative spoke. The two speakers identified themselves as Scott and Nan Shadid and noted that they live in the neighborhood. They expressed concerns over frequency of rental guests, the number of people allowed, the security and safety of the people and the neighborhood as well as the renters who may be unfamiliar with the Boating rules for the lake, who they might report to if there was a problem, and what the City's regulations were for controlling the rental.

Next, the Applicant's representative, Brett Vanlandyah spoke, stating that the owner lives in Dale and is the current superintendent of Dale Public Schools. He noted that this home is ultimately meant to be the owner's retirement property, and that they are renting it to have a use for the home in the meantime.

Commissioner Reese asked if he would address the previous couple's questions and concerns, and the applicant's

representative noted that they would speak to them outside the meeting.

Upon seeing no more people in attendance wishing to speak, Chair Barrett closed the Public Hearing. Commissioner Porter noted that there is a valid concern regarding the response time of the police particularly for this area, out by the Twin Lakes.

Vice Chair Johnson made a motion to recommend approval of the request, which Commissioner Reese seconded. Commissioner Porter noted that he would make additional remarks during the time for Commissioners' Comments.

Motion passed 6-0

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

Nay: None

Abstain: None

Item 5. Public Hearing and Consideration of a request to Rezone the property addressed as 306 E 45th Street from C-2 (Regional Commercial) to R-3 High Density Residential.

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:

- Recommend Approval of Case No. RZ04-25 to rezone from C-2 (Regional Commercial) to R-3 (High Density Residential) as requested by the applicant.
- Recommend Denial of the application for RZ04-25 to rezone the subject property.
- Recommend Approval With Conditions, noting what specific conditions must be met by the applicant.
- Deferring the request to a certain date for additional and specific information.

This item is scheduled to be heard at the City Commission meeting on November 17, 2025 at 6pm in the Commission Chambers.

Financial Impact: None

Attachments: Shawnee - Union Square Housing - Rezone App and Authorization - 090625, 45th and Union Deed W-2, 22411283-Union Square Addition Final Plat_9.16.2024 - Staff Review Notes

Staff Recommendation: Staff recommends approval of the request to rezone the subject property from C-2 (Regional Commercial) to R-3 (High Density Residential).

Chair Barrett opened the Public Hearing, where two individuals as well as the applicant spoke. The first identified themselves as Sherry Lankford, who lives in the residential subdivision to the northeast. She noted concerns regarding the depreciation of the nearby property values, and privacy of the residents should the proposed residences be tall enough to peer into the backyards of the neighbors.

Next, Dean Koleada, the applicant, spoke, detailing the current plan to create a duplex residential development in the area being rezoned. He noted that there are several different schools in the vicinity, and the potential benefits of having Duplex housing stock in the area. Mr. Koleada brought up a conceptual layout for the residential neighborhood, though it was noted that it was only a concept and is not binding.

Lastly, an individual who identified themselves as Dan Bandy, who also lives in the area. He noted that when he bought his home, he was making an investment in the neighborhood, and he was uncomfortable with the idea that the applicant would be free to put a variety of different housing types on the property. He also expressed concern over the new development decreasing his property's value.

Mr. Koleada approached again to clarify that the owner is not intending to build apartments, the intent is for cottage-style duplexes. The conceptual designs show similar architectural style to other nearby existing homes.

Commissioner Porter points out that R-2 zoning is nearby and would also allow for duplexes, while disallowing Apartments. He questions why the request is not for R-2 zoning instead, and whether R-2 would be a more appropriate zoning for the request. Mr. Koleada cites the maximum dwelling units per acre regulation as why R-3 is more desirable for the intended development.

Chair Barrett, seeing that there are no more people in attendance wishing to speak on the item, closes the public hearing and asks the Commission for Discussion and possible Motion.

Commissioner Porter asks staff to address whether or not R-2 would be a more appropriate zoning. City Planner Diana Hood elaborates on the differences between the R-2 and R-3 zoning districts. The maximum dwelling units per acre is listed as 40 units, where R-2 does not have a listed maximum dwelling units per acre, but the bulk regulations regarding lot size and lot coverage differ greatly. Interim Community Development Director Petya Stefanoff notes that the R-3 zoning district, by nature, allows for more dwellings and that any conceptual drawings presented are not binding. Once rezoned, the City cannot restrict uses beyond what currently exists in the Municipal Code.

Commissioner Reese asks if a Planned Unit Development would be an option, and Ms. Hood remarks while it is technically possible, it is not necessary and offers comparatively few benefits for the extra effort a PUD would require. Staff goes on to note that Duplexes are allowed in all three Residential zoning districts, and R-3 has the largest variety of Residential uses allowed.

Chair Barrett calls for a Motion. Commissioner Alexander moves to **APPROVE** Case No. **RZ04-25** as presented, and Chair Barrett seconds.

Motion passes 4-2-0

Aye: Alexander, Barrett, Johnson, Hayes

Nay: Porter, Reese

Abstain: None

Item 6. Community Development Update

Interim Community Development Director Petya Stefanoff notes that there is a Housing Accelerator Workshop on November 13th, hosted in conjunction with University of Oklahoma School of Architecture and the Oklahoma Chapter of the American Planning Association. Developers, Insurance Companies, Local Government, Nonprofits, Legislators, etc. are invited to take part in the discussion and workshop regarding barriers to more attainable housing.

City Planner Diana Hood notes for the public record that there are scams recently circulating posing as City Staff asking for payments. She notes that it's likely that the information is being taken from the publicly available Agenda Packets and used to contact applicants. She states that payment will never be requested via wire transfer, and that applicants will always be directed to call the Permitting Office to pay their fees.

Item 4. Planning Commissioners' Comments

Commissioner Porter remarked that the Planning Commission should be sensitive to the effect on nearby properties in rezoning cases, and that conceptual plans and intentions are subject to change. He notes that when someone purchases a home, they do so with the expectation or impression on what the character of the neighborhood is and will continue to be. He expresses concern regarding the idea of a R-3 zoning being located directly next to a R-1 zoning district, and what that sort of expectation of precedence means for future development in the City.

Commissioner Porter goes on to note that there isn't currently a process to review CUPs for STRs if there are repeated complaints beyond the annual renewal. He expresses concern over the Police response time for the Twin Lakes area, and desire for a process to review a STR License/CUP if there are repeated issues without opening up an opportunity for that system to be abused.

Mrs. Petya Stefanoff notes that the STR License and CUP process is currently the only avenue that the City has adopted to maintain enforcing power. She notes that there are complaint lines to record complaints, as well as the non-emergency Police line. Commissioner Alexander asks what the repercussions would be after a permit is revoked. Mrs. Stefanoff notes that they lose the legal right to operate, and Ms. Diana Hood interjects that Code Enforcement would be contacted to issue citations.

Commissioner Porter asks if there is a threshold of complaints, or if it's on a case-by-case basis. Ms. Hood notes that there is no maximum amount of complaints because the City did not want to provide an avenue by which someone could abuse the complaint line to unduly remove an STR operation. She notes that Staff can certainly look at creating additional safeguards for permit and license revocation. Mrs. Stefanoff notes that the Nuisance code also applies, and that if the rental is disturbing the neighborhood, the police have the right to intervene. She continues to say that the purpose of the License/CUP process is to provide the City an avenue to control and monitor the operation.

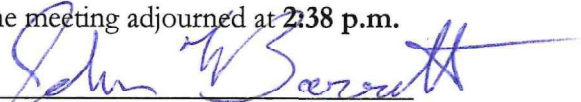
Chair Barrett asks if there are any more Commissioners' Comments. Commissioner Porter takes the time to state that he disagrees with the idea of there being a shortage of rental housing in the area – he expresses that he believes the problem lies in the lack of home ownership opportunities and the attainability of housing.

Next, Chair Barrett comments that the regulations concerning STRs and Rezoning were requested by Planning Commission, and that there will always be first steps needed to end at a well-refined system.

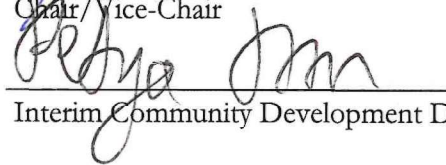
Lastly, Commissioner Porter advocates for the continued refinement of the STR process, and notes that the Planning Commission, as a mechanism, exists to moderate the interests of the individual homeowner and the development groups.

Item 6. Adjournment

The meeting adjourned at 2:38 p.m.



Chair/Vice-Chair



Interim Community Development Director

3 Dec 25

Date

12-3-25

Date

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

OCTOBER 16, 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 October 16, 2025 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 10:08 A.M. on October 15, 2025. Committee Member Nelson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Vacant
Chairperson

Absent
Vice Chairperson

Raymond Lutomski
Committee Member

Kerri Keck
Committee Member

Sue Nelson
Committee Member

Chris Johnston
Committee Member

Absent
Commissioner/Committee Member

ABSENT: Sherry Lankford and Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the September 18, 2025 regular meeting.

A motion to approve the September 18, 2025 minutes was made by Kerri Keck. A 2nd was made by Chris Johnston. Motion carried 4-0.

Aye: Sue Nelson, Chris Johnston, Kerri Keck, and Raymond Lutomski.

Nay: None

2. Recognition of summer youth volunteer.

Kerri Keck recognized Ellianna Welch for her many hours of service to summer programs at Splash.

3. Staff Reports

1. Kerri Foster went over the Parks & Recreation quarterly report.
2. The walking trail at Wilwood Park has been completed.
3. Tree planting at Wilwood Park will begin on Monday, October 20, 2025. Large trees will begin being planted around the end of November.

4. Winterizing of park bathrooms and hours certain locations will be open.

4. Consideration of 2026 Calendar Year Schedule of regular meetings.

Chris Johnston proposed the idea of having some board meetings on site at a park. He would like the committee to discuss this further and have staff inquire about rules and regulations of having meetings at different locations. A motion was made by Kerri Keck to table this item until the November 20, 2025 committee meeting. A 2nd was made by Raymond Lutomski. Motion carried 4-0.

Aye: Sue Nelson, Chris Johnston, Kerri Keck, and Raymond Lutomski.

Nay: None

5. Discussion of I-40 and Harrison Artwork Project.

The committee discussed what steps need to be taken to get the RFP completed and design ideas for the project. Sue Nelson shared an idea with the group incorporating OBU, Shawnee Mill, Tribes, Gordon Cooper Technology Center, and wheat field farmers. Committee members also discussed taking this idea and finding out what it would cost to make.

6. Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

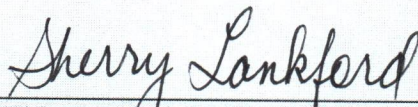
Ms. Cody spoke at this meeting.

7. Committee Comments

There were no committee comments.

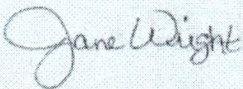
8. Adjournment

The meeting was adjourned at 4:45 P.M.



SHERRY LANKFORD
VICE CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY

SHAWNEE SENIOR CITIZENS ADVISORY BOARD PROCEEDINGS

AUGUST 12, 2025 AT 9:30 AM

The Shawnee Senior Citizens Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Senior Recreation Center, 401 North Bell Avenue, Shawnee, Oklahoma on August 12, 2025 at 9:30 A.M., pursuant to notice duly posted as prescribed by law at 2:20 P.M. on August 7, 2025.. Chairperson Fogerty presided and called the meeting to order. Upon roll call, the following members were in attendance.

Barry Fogerty
Chairperson

Albert Rice
Vice Chairperson

Pamela Pensoneau
Board Member

Absent
Board Member

Norma Neely
Board Member

Sally Murphy
Board Member

Joseph Walker
Board Member

Pete Carrels
Board Member

Mark Sehorn
Commissioner

Gary Dowdy
Board Member

ABSENT: Ann Dowdy

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the February 11, 2025 regular meeting.

Mr. Joseph Walker was sworn in before the meeting to help ensure enough members were present to have a quorum.

A motion to approve the February 11, 2025 minutes was made by Gary Dowdy. A 2nd was made by Albert Rice. Motion carried 9-0.

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

Nay: None

2. Consideration of approval of the Minutes from the June 26, 2025 Special Call meeting.

A motion to approve the June 26, 2025 Special Call Meeting was made by Gary Dowdy. A 2nd was made by Pete Carrels. Motion carried 9-0.

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

Nay: None

3. Staff Reports

Staff discussed facility policies and code of conduct. Explained the steps taken if an incident happens and disciplinary actions taken if needed.

4. Consideration of 2026 Calendar Year Schedule of regular meetings.

A motion to approve 2026 Calendar Year Schedule of regular meetings was made by Norma Neely. A 2nd was made by Albert Rice. Motion carried 9-0.

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

Nay: None

5. Consideration of staff and volunteer appreciation activities.

The board discussed what actions need to be taken to proceed with staff and volunteer appreciation activities. It was determined the idea would be tabled, and the sub-committee will meet again and inform the board at the November 18, 2025 meeting.

6. Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

We had no citizens participation at this meeting.

7. Board Comments

Board members thanked the staff for the work they do and also thanked other board members for volunteering their time to be on the board and help with activities.

8. Adjournment

The meeting was adjourned at 10:27 A.M.

Barry Fogerty

BARRY FOGERTY
CHAIRPERSON

ATTEST:

Jane Wright

JANE WRIGHT
SECRETARY

SHAWNEE SENIOR CITIZENS ADVISORY BOARD PROCEEDINGS
OCTOBER 3, 2025 AT 9:30 AM

The Shawnee Senior Citizens Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Special Call Session in the Senior Recreation Center, 401 North Bell Avenue, Shawnee, Oklahoma on October 3, 2025 at 9:30 A.M., pursuant to notice duly posted as prescribed by law at 11:27 A.M. on September 30, 2025. Chairperson Fogerty presided and called the meeting to order. Upon roll call, the following members were in attendance.

Barry Fogerty
Chairperson

Absent
Vice Chairperson

Absent
Board Member

Absent
Board Member

Norma Neely
Board Member

Absent
Board Member

Pete Carrels
Board Member

Joseph Walker
Board Member

Mark Sehorn
Commissioner/ Board Member

Gary Dowdy
Board Member

ABSENT: Albert Rice, Sally Murphy, Ann Dowdy, and Pamela Pensoneau

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of display case for Senior Recreation Center.

The board discussed various options for purchasing a display case for the Senior Recreation Center. The display case will be used to highlight photos of two "Volunteers of the Month" as well as provide information about upcoming activities at the center.

A motion to approve Commissioner Mark Sehorn to make the initial purchase of the display case using his personal funds was made by Norma Neely. Other board members may contribute to the cost through voluntary donations in amounts they feel comfortable with. A 2nd was made by Joseph Walker. The motion carried 5-0.

Aye: Barry Fogerty, Norma Neely, Pete Carrels, Gary Dowdy, Joseph Walker.

Nay: None

Abstain: Mark Sehorn

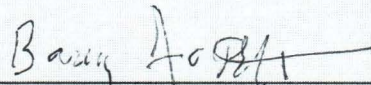
The board also discussed an alternative plan in the event that using personal funds is not permitted. As a backup, a motion was made by Gary Dowdy to approve the use of county funds for the purchase if necessary. A 2nd was made by Mark Sehorn. The motion carried 6-0.

Aye: Barry Fogerty, Norma Neely, Pete Carrels, Gary Dowdy, Joseph Walker, and Mark Sehorn.

Nay: None

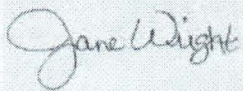
2. Adjournment

The meeting was adjourned at 9:49 A.M.



BARRY FOGERTY
CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY

Entity Payment Report

11/01/2025 - 11/30/2025

Payment Date	Name	Payment Type	Receipt #	Payment Amount
11/26/2025	DR BRIAN DREW, DDS PC	Check	4846	15.00
11/26/2025	ROTO-ROOTER	Check	4845	75.00
11/26/2025	PATRICK'S ELECTRIC	Check	4844	75.00
11/26/2025	PATRICK'S ELECTRIC	Check	4843	75.00
11/26/2025	YEARWOOD DESIGN WORKS	Check	4842	75.00
11/26/2025	T & T INDUSTRIAL, INC	IBX CC	4841	100.00
11/25/2025	TOM HENNIGH	Cash	4840	15.00
11/25/2025	GENERAL LIGHTING & SIGN	IBX CC	4839	75.00
11/25/2025	GENERAL LIGHTING & SIGN	IBX CC	4838	75.00
11/24/2025	K & M DIRT SERVICES, LLC dba K&M WREKCING	Check	4837	75.00
11/24/2025	JOHNSON CONSTRUCTION	Check	4836	75.00
11/24/2025	JOHNSON CONSTRUCTION	Check	4835	75.00
11/24/2025	ACURA NEON, INC	Check	4834	75.00
11/24/2025	SUPERIOR NEON SIGNS	Check	4833	75.00
11/24/2025	CHECK 'N GO	Check	4832	15.00
11/24/2025	COE PLUMBING	Check	4831	75.00
11/24/2025	M & J CONTRACTORS LLC	Check	4830	75.00

11/24/2025	OKLAHOMA SHELTERS	Check	4829	75.00
11/24/2025	A.S.A.P. HEATING AND AIR INC	Check	4828	75.00
11/24/2025	BLASRE CAPITAL INC dba LUCKINBILL MECHANICAL, INC	Check	4827	75.00
11/24/2025	BLASRE CAPITAL INC dba LUCKINBILL MECHANICAL, INC	Check	4826	75.00
11/24/2025	MARK LANG	Check	4825	15.00
11/24/2025	WADES SERVICES	IBX CC	4824	75.00
11/24/2025	DAREN & VALERIE BOYNE	Check	4823	808.00
11/24/2025	BEAUTY BARN LLC dba BEAUTYCO	Check	4822	25.00
11/24/2025	GENESIS ELECTRICAL SERVICES	Cash	4821	100.00
11/21/2025	PATCO ELECTRICAL SERVICE	Check	4820	75.00
11/21/2025	ADVENT PLUMBING LLC	Check	4819	75.00
11/21/2025	AIR FORCE 1 A/C & HTG, LLC	Check	4818	75.00
11/20/2025	ABNEY PAINTING	Check	4817	50.00
11/20/2025	OZ SAFEROOMS TECH	IBX CC	4816	75.00
11/20/2025	LAMAR ADVERTISING OF OKLAHOMA CITY	IBX CC	4814	75.00

11/19/2025	MJ INNOVATIONS MEDICAL LLC	Check	4813	1,500.00
11/19/2025	COMFORT WAVE	IBX CC	4812	100.00
11/19/2025	RC PLUMBING LLC	IBX CC	4811	100.00
11/19/2025	INSIGNIA SIGNS LLC	IBX CC	4810	75.00
11/19/2025	\$ - CARL HEAD JR & ROY DENZ SR	Check	4809	808.00
11/19/2025	GROUND ZERO SHELTERS	IBX CC	4808	75.00
11/18/2025	CALDWELL HEATING AND AIR	Check	4807	100.00
11/18/2025	VIP PLUMBING OK	IBX CC	4806	75.00
11/13/2025	\$ - PLUMB PROFESSIONAL LLC	IBX CC	4805	100.00
11/13/2025	INTEGRITY HEAT & AIR	IBX CC	4804	100.00
11/13/2025	INTEGRITY HEAT & AIR	IBX CC	4803	100.00
11/13/2025	inactive - INTEGRITY HEAT & AIR	IBX CC	4802	100.00
11/12/2025	\$ - LANNY & DEANA LEWIS	Check	4801	808.00
11/10/2025	\$ - TIM'S MECHANICAL	IBX CC	4800	100.00
11/10/2025	AI's HEATING AND AIR	IBX CC	4799	100.00
11/10/2025	ACOCK CLIMATE CONTROL	IBX CC	4798	75.00
11/10/2025	JIMMY'S PLUMBING	Cash	4797	75.00
11/10/2025	PHYSICAL THERAPY CENTRAL	IBX CC	4796	25.00

11/10/2025	WOLFE HEAT AND AIR LLC	IBX CC	4795	75.00
11/7/2025	MORGAN MOSLEY	IBX CC	4794	808.00
11/5/2025	JOHN BRACKLEIN	Check	4793	808.00
11/5/2025	BEACON ELECTRIC LLC	Check	4792	75.00
11/4/2025	ROBERT & BRENDA ROSSON	Check	4791	15.00
11/4/2025	CATALYST MECH AND ELECTRIC LLC	IBX CC	4790	100.00
11/4/2025	HEAD START TELECOM dba DART PHONE	IBX CC	4789	50.00
11/3/2025	SMOKE DEPOT	IBX CC	4788	50.00
11/3/2025	\$ - PLUMBING CREATIONS	IBX CC	4787	100.00
11/3/2025	ROB & SONS CANNABIS COMPANY	Check	4786	1,500.00
11/3/2025	MERGE LANE PROPERTIES, LLC	Check	4785	808.00
11/3/2025	MARGARET CREIDER	Check	4784	15.00
11/3/2025	DIANNA JONES OR RUSSELL B JONES	Cash	4783	808.00
11/3/2025	BRICKHOUSE CANNABIS CO	Cash	4782	1,500.00
11/3/2025	PHIL KLOPFENSTEIN	Check	4781	25.00
11/3/2025	FAMILIA MECHANICAL, LLC	IBX CC	4780	100.00

11/3/2025	HOPE REVEALED BEHAVIORAL HEALTH, INC	IBX CC	4779	50.00
				14,171.00

Total Records: 67

12/4/2025



Monthly - City Clerk

11/01/2025 - 11/30/2025

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20251370	11/18/2025	B - Accessory Structure	718 E 11TH ST	JIMMY SINGLETON	MOVE ON	5,600	128	\$54.50
20251333	11/12/2025	B - Accessory Structure	2205 N UNION	STOR-MOR PORTABLE BUILDINGS	MOVE ON	5,000	192	
20251335	11/12/2025	B - Carport	228 W 34TH ST	AJ GROUP INC	NEW INSTALLATION	6,000	240	\$54.50
20251373	11/19/2025	B - Commercial - New	7 W 45TH ST	BISON CURVE, LLC	NEW CONSTRUCTION	100,000	648	\$1,221.50
20251351	11/13/2025	B - Commercial - Remodel	1937 N KICKAPOO AVE SUITE A	CODY SIPES	REMODEL	20,000	1,470	\$254.40
20251294	11/3/2025	B - Residential - Add On	1014 JEFFERSON PL	DAYMOND GEARY	Bldg	10,000	80	\$29.50
20251362	11/17/2025	B - Residential - New	16724 CLEARPOND LN	STEVE KEIFFE	NEW BUILD	300,000	1,820	\$646.25
20251354	11/14/2025	B - Residential - New	209 SHAVANO ST	GREG BROWN HOMES	NEW CONSTRUCTION	350,000	2,804	\$1,580.35
20251329	11/10/2025	B - Residential - New	1320 E FAY	SILVA INC	NEW CONSTRUCTION	184,489	1,685	\$1,327.56
20251328	11/10/2025	B - Residential - New	1231 SHERRY LN	SILVA INC	NEW CONSTRUCTION	184,489	1,685	\$1,327.56
20251375	11/19/2025	B - Residential - Remodel	3903 N AYDELOTTE	REI NATION LLC	REMODEL	54,500	2,075	\$445.44
20251357	11/17/2025	B - Residential - Remodel	616 S BROADWAY	ROBERT ALLEN	ABATEMENT	7,000	900	\$195.75

20251341	11/13/2025	B - Residential - Remodel	118 W HIGHLAND	TYLER RUCKER	REMODEL	5,000	900	\$195.75
20251336	11/12/2025	B - Residential - Remodel	706 E GRANT	ASGARDIAN CONSTRUCTION	REMODEL	15,000	1,030	\$223.38
20251353	11/14/2025	B - Roof Redeck	802 W MAIN ST	LAKESIDE ROOFING	ROOFING	8,445	0	\$50.00
20251385	11/24/2025	B - Solar Panels	2130 W BENEDICT	Tru-Solar	NEW INSTILATION	28,000	734	\$160.48
20251337	11/12/2025	B - Solar Panels	1200 N BROADWAY AVE	MAYER SOLAR LLC	NEW INSTILATION	9,460	461	\$102.46
20251319	11/10/2025	B - Solar Panels	2208 GRAY DOVE RIDGE	MAYER SOLAR, LLC	NEW INSTALLATION	60,000	336	\$75.90
20251290	11/3/2025	B - Storm Shelter	217 SHAVANO ST	FIRESTORM	NEW INSTALLATION	5,800	63	\$29.50
20251384	11/24/2025	E - Electrical	2130 W BENEDICT	Tru-Solar	NEW	0	0	\$54.50
20251383	11/24/2025	E - Electrical	227 N UNION	Don Schimmels Electric	MISC ELECTRIC	0	0	\$54.50
20251382	11/24/2025	E - Electrical	415 W OAKLAND	GENESIS ELECTRICAL SERVICES LLC	PERMIT TAKE OVER	0	0	\$54.50
20251372	11/19/2025	E - Electrical	1102 W MACARTHUR	OKLAHOMA ELECTRICAL SUPPLY	NEW PANELBOARD	0	0	\$104.50
20251344	11/13/2025	E - Electrical	512 SHAWNEE MALL DR	INTEGRITY HEAT & AIR	REPLACE EXISTING	0	0	\$54.50
20251340	11/12/2025	E - Electrical	512 N UNION AVE	SPENCER ELECTRIC	NEW SERVICE	0	0	\$104.50
20251338	11/12/2025	E - Electrical	1200 N BROADWAY AVE	MAYER SOLAR LLC	NEW INSTILATION	9,460	461	\$104.50
20251332	11/12/2025	E - Electrical	2225 E HIGHLAND	VALDEZ ELECTRIC	REMODEL	0	0	\$54.50
20251321	11/10/2025	E - Electrical	2208 GRAY DOVE RIDGE	MAYER SOLAR, LLC	NEW INSTALLATION	0	0	\$54.50
20251310	11/6/2025	E - Electrical	1433 E BRADLEY ST	AMERICAN AIR CODITIOING & HEATING	NEW SERVICE	0	0	\$54.50
20251309	11/6/2025	E - Electrical	801 N LEO LOT 1	BEACON ELECTRIC	MOBILE HOME CONNECTION	0	0	\$54.50
20251308	11/6/2025	E - Electrical	801 N LEO LOT 18	BEACON ELECTIRC	MOBILE HOME CONNECTION	0	0	\$54.50
20251307	11/6/2025	E - Electrical	801 N LEO LOT 45	BEACON ELECTIC	MOBILE HOME CONNECTION	0	0	\$54.50
20251306	11/6/2025	E - Electrical	801 N LEO LOT 50	Beacon Electric	MOBILE HOME CONNECTION	0	0	\$54.50

20251304	11/5/2025	E - Electrical	2905 N MARKET AVE	ALL PHASE ELECTRIC	NEW SERVICE	0	0	
20251297	11/4/2025	E - Electrical	1049 VISION BLVD STE 400	CATALYST MECHANICAL & ELECTRICAL	ELECTRICAL	0	0	\$54.50
20251325	11/10/2025	E - Paving / Grading	502 N KICKAPOO	Colton Marek	PARKING PAD	0	0	\$29.50
20251388	11/25/2025	F - Burn	3010 N BELL AVE	Scott Timmons	BURN PERMIT	0	0	\$29.50
20251355	11/17/2025	F - Burn	17316 MAGNINO RD	SCOT SHADID	BURN	0	0	\$29.50
20251350	11/13/2025	F - Burn	7301 N LEO RD	ELBERT ROWTON	BURN PERMIT	0	0	\$29.50
20251289	11/3/2025	F - Fire Alarm / Smoke Control System	1102 W MACARTHUR	FIRETROL PROTECTION SYSTEMS	NEW INSTALLATION	2,631	1,532	\$135.14
20251318	11/7/2025	F - Fire Suppression	1102 W MACARTHUR	FIRETROL PROTECTION SYSTEMS	NEW INSTALLATION	0	1,532	\$135.14
20251371	11/19/2025	F - Firework Display		ARC PYROTECHNICS, INC	FIREWORKS DISPLAY	0	0	\$104.50
20251291	11/3/2025	L - do not use - Alarm Registration	1 WINDSOR CT	PHIL KLOPFENSTEIN	ALARM	0	0	
20251387	11/25/2025	M - Mechanical	619 W AYRE ST	EJ'S HEATING AND AIR CONDITIONING	NEW INSTALLATION	0	0	\$54.50
20251374	11/19/2025	M - Mechanical	506 POOL LN	COMFORT WAVE HOME SERVICES	CHANGE OUT	0	0	\$84.50
20251365	11/18/2025	M - Mechanical	1102 W MACARTHUR	STREETS LLC	CHANGE OUT	0	0	\$114.50
20251358	11/17/2025	M - Mechanical	11 OAK HILL	WATKINS HEATING AND AIR	NEW	0	0	\$54.50
20251327	11/10/2025	M - Mechanical	227 N UNION	TIM'S MECHANICAL	CHANGE OUT	0	0	\$804.50
20251315	11/6/2025	M - Mechanical	3223 N KICKAPOO	LUCAS MILLER	NEW	0	0	\$54.50
20251314	11/6/2025	M - Mechanical	516 N BELL	ARCADIA CONSTRUCTION	NEW	0	0	\$40.00
20251313	11/6/2025	M - Mechanical	520 N BELL	ARCADIA ELECTRICAL	NEW	0	0	\$40.00
20251312	11/6/2025	M - Mechanical	518 N BELL	ARCADIA CONSTRUCTION	NEW SERVICE	0	0	\$40.00

20251311	11/6/2025	M - Mechanical	1211 E MARGARET	ARCADIA COSTRUCTION	NEW INSTILATION	0	0	\$44.50
20251298	11/4/2025	M - Mechanical	23 W GEORGIA	SOWDER HEAT AND AIR	CHANGE OUT	0	0	\$54.50
20251322	11/10/2025	O - Curb Cut, Driveway and Sidewalk	2021 LANTANA CI	ANTHONY BRADSHAW	REPLACE EXISTING	0	0	\$50.00
20251380	11/21/2025	O - Demolition and Moving	323 N MEAD	ARBOR TRANSPORT & CONSTRUCTION INC	ABATEMENT	0	0	
20251379	11/21/2025	O - Demolition and Moving	210 S DRAPER	ARBOR TRANSPORT & CONSTRUCTION INC	ABATEMENT	0	0	
20251378	11/21/2025	O - Demolition and Moving	730 N BEARD AVE	NEAL'S LAWN SERVICE LLC	DEMOLITION	0	0	
20251343	11/13/2025	O - Demolition and Moving	804 N PARK AVE	WADE'S SERVICES	ABATEMENT - DEMOLITION	0	0	\$50.00
20251342	11/13/2025	O - Demolition and Moving	1311 E HIGHLAND	TBD	DEMOLITION	0	0	\$50.00
20251292	11/3/2025	O - Demolition and Moving	1735 W WILEY	TRIPLE C DOZER	GARAGE DEMOLITION	0	0	\$50.00
20251390	11/25/2025	O - Paving Cut and Boring	510 N LEO AVE	B & H Construction	STREET CUT	0	0	
20251389	11/25/2025	O - Paving Cut and Boring	224 OUTLANDER WAY	B & H Construction	STREET CUT	0	0	
20251386	11/24/2025	O - Paving Cut and Boring	326 S AYDELOTTE AVE	B & H Construction	STREET CUT	0	0	
20251346	11/13/2025	O - Paving Cut and Boring	14013 TRANSPORTATION PARKWAY	L & E PAVING CO	STREET CUT	0	0	
20251330	11/12/2025	O - Paving Cut and Boring	11 W RIDGEWOOD	ROWDY BOYS PLUMBING	ROAD BORE	0	0	\$60.00
20251296	11/4/2025	O - Paving Cut and Boring	626 HONEY SPRINGS LN	B & H CONSTRUCTION	BORING	0	0	

20251360	11/17/2025	O - Sign	3223 N KICKAPOO	DALMARC SIGNS	NEW INSTALLATION	4,000	45	\$50.00
20251359	11/17/2025	O - Sign	3223 N KICKAPOO	DALMARC SIGNS	NEW INSTALLATION	6,000	45	\$50.00
20251305	11/5/2025	O - Sign	1935 N KICKAPOO	SIGN WORKS	NEW INSTALLATION	2,400	12	\$50.00
20251381	11/24/2025	P - Plumbing	3304 N OKLAHOMA AVE	WEST SHORE HOME, LLC	CHANGE OUT	0	0	\$54.50
20251369	11/18/2025	P - Plumbing	203 E CHICAGO	L & W PLUMBING	REPLACEMENT	0	0	\$54.50
20251368	11/18/2025	P - Plumbing	301 S KENNEDY	ALLIANCE MECHANICAL	CHANGE OUT	0	0	\$54.50
20251367	11/18/2025	P - Plumbing	620 W DILL ST	VIP PLUMBING	REPLACE	0	0	\$54.50
20251366	11/18/2025	P - Plumbing	1102 W MACARTHUR	STREETS LLC	REMODEL	0	0	\$54.50
20251361	11/17/2025	P - Plumbing	426 N TUCKER AVE	DALE'S PLUBING	REPLACE EXISTING	0	0	\$54.50
20251356	11/17/2025	P - Plumbing	413 W MACARTHUR	RC PLUMBING	PLUMBING	0	0	\$54.50
20251352	11/13/2025	P - Plumbing	512 SHAWNEE MALL DR	INTEGRITY HEAT & AIR	CHANGE OUT	0	0	\$204.50
20251349	11/13/2025	P - Plumbing	703 E 45TH ST	OKIE PLUMBING & UTILITIES	MISC	0	0	
20251348	11/13/2025	P - Plumbing	703 E 45TH ST	OKIE PLUMBING AND UTILITIES	MISC	0	0	\$54.50
20251347	11/13/2025	P - Plumbing	510 N LEO AVE	PLUMB PROFESSIONAL LLC	REPAIR/REPLACE EXISTING	0	0	\$54.50
20251345	11/13/2025	P - Plumbing	3306 N KICKAPOO SUITE 200	NEXGEN PLUMBING	REMODEL	0	0	\$54.50
20251334	11/12/2025	P - Plumbing	424 N AYDELOTTE AVE	LINNS PLUMBING	CHANGE OUT	0	0	\$54.50
20251331	11/12/2025	P - Plumbing	11 W RIDGEWOOD	ROWDY BOYS PLUMBING	NEW INSTALLATION	0	0	\$729.50
20251303	11/5/2025	P - Plumbing	619 N BEARD	DALE'S PLUMBING	PRESSURE TEST	0	0	\$54.50
20251301	11/5/2025	P - Plumbing	619 W AYRE ST	DALE'S PLUMBING	REMODEL	0	0	\$54.50
20251300	11/5/2025	P - Plumbing	429 N POTTENGER AVE	DALE'S PLUMBING	REPLACE EXISTING	0	0	\$54.50
20251295	11/3/2025	P - Plumbing	401 E FEDERAL ST	VETERAN PLUMBING SERVICES	MISC	0	0	\$54.50
20251293	11/3/2025	P - Plumbing	1001 N PENNSYLVANIA	PLUMBING CREATIONS	REMODEL	0	0	\$54.50

20251320	11/10/2025	P - Septic	31709 INGRAM RD	CYCLONE SEPTIC	NEW	0	0	\$29.50
20251364	11/17/2025	P - Well	2501 RALEY DR	LOMAN DRILLING	NEW INSTALLATION	0	0	
20251376	11/20/2025	PC - Lot Split	302 S PENNSYLVANIA	Kyler Lee / Simon Lee Properties	lot split	0	0	\$200.00
20251377	11/21/2025	PC - Short-Term Rental	3520 N MARKET	Mary Wisdom	STR	0	0	\$180.00
20251323	11/10/2025	PC - Short-Term Rental	730 N Pennsylvania	Blue Peaches, LLC	STR	0	0	\$180.00
20251324	11/10/2025	PC - Zoning Change	1301 E INDEPENDENCE	Aspire Equity Holdings, LLC	Rezone from R-1 to C-1	0	0	\$350.00
20251317	11/7/2025	PC - Zoning Change	1402 E INDEPENDENCE	Landes Engineering	Rezoning C-1 to R-3	0	0	\$350.00
20251316	11/7/2025	PC - Zoning Variance	1302 E FAY ST	Ashley Brown	Group Home/Boarding Home in R-1	0	0	\$250.00
								\$14,576.56

Total Records: 97

12/1/2025

From: [Kerri K](#)
To: [COS City Clerk](#)
Cc: [Jane Wright](#); [Kerri Foster](#)
Subject: [EXTERNAL EMAIL]Parks and Recreation Board Resignation
Date: Monday, November 17, 2025 4:21:03 PM

"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."

Hello, I am currently on the Parks & Recreation Board for the City of Shawnee. While I have very much enjoyed being a part of the board, I would like to submit a resignation request from the board. Due to changing circumstances, I no longer have the ability to serve on the board.

I request my resignation date be effective immediately.

Thank you for your consideration in this matter.

Sincerely,

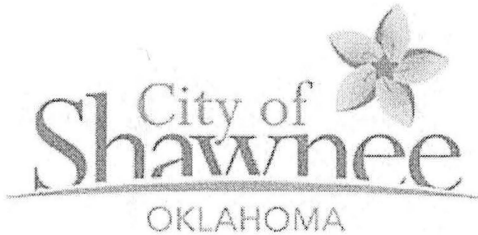
Kerri Keck
(405) 641-3883
kerri.a.keck@gmail.com

To whom it may concern,

I serve on the Shawnee Senior Citizens Advisory Board, but due to a change in circumstances, I am unable to continue. Please accept my resignation, effective immediately.

Thank you,

Ann Dowdy 11/21/2025



APPLICATION TO SERVE
Boards, Committees and Commissions

- Appointment
 Reappointment – Partial/First/Second Term

Name: Nathan Ferguson Application Date: 10-14-2025
 Address: 6002 N Bryan Ave Shawnee Date of Birth: 9-24-1976
 Mailing Address: Same
 Daytime Phone: 405 760 4494 Fax: _____ Email: Nathan@FSC2012.com
 Profession: Construction / Real Estate
 Business Name: Ferguson Services & Construction / FSC Rentals
 Business Address: 1320 N Harrison Shawnee
 Business Phone: 405 760 4494 Fax: _____ Email: Same as above

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: _____

How many years have you lived in Shawnee? 45

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

<input type="checkbox"/> Airport Advisory Board <input type="checkbox"/> Arts and Culture Commission <input checked="" type="checkbox"/> Beautification Committee <input type="checkbox"/> Board of Adjustment (Zoning) <input type="checkbox"/> Civic and Cultural Development Authority <input type="checkbox"/> Community Service Contract Review Committee <input type="checkbox"/> Housing Authority <input type="checkbox"/> Library Board	<input type="checkbox"/> Oklahoma Baptist University Trust Authority <input checked="" type="checkbox"/> Parks and Recreation Committee <input checked="" type="checkbox"/> Planning Commission <input type="checkbox"/> Senior Citizens of Shawnee Board <input type="checkbox"/> Shawnee Hospital Authority <input type="checkbox"/> Shawnee Urban Renewal Authority <input type="checkbox"/> Traffic Commission <input type="checkbox"/> Other _____
---	--

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

Been in construction my whole life and want to better serve my community. I think it will be a good avenue and I was asked by the Mayor.

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?

I have been in the construction sector my whole life and built many things & businesses in Shawnee. I have owned my construction company for 13 yrs and a rental company for 20 years

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

Private Charitable work

List education, including degree(s) earned:

High school diploma, Some college

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

No

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
Eric Stephens	Friend	405-659-3961
Chick Skillings	Friend	405-245-8838
OS Price	Friend	405-694-5272

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 10-14-2025

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: Joe Ward Application Date: 9-18-25
 Address: 1500 N Draper Ave Shawnee, OK 74801
 Mailing Address: same
 Daytime Phone: 405-651-5030 Email: JoeWardKC@gmail.com
 Profession: Minister
 Business Name: Blessed Rock Free Will Baptist
 Business Address: 1131 Mekuskey Newoka Ok 74884
 Business Phone: 405-651-5030 Email: JoeWardKC@gmail.com

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

How many years have you lived in Shawnee? 9 years

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

If so, please list the board/committee/commission: N/A

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

<input type="checkbox"/> Airport Advisory Board	<input checked="" type="checkbox"/> Shawnee Beautification, Parks, and Recreation Committee
<input type="checkbox"/> Board of Adjustment (Zoning)	<input type="checkbox"/> Shawnee Civic and Cultural Development Authority
<input type="checkbox"/> Housing Authority	<input type="checkbox"/> Shawnee Hospital Authority
<input type="checkbox"/> Library Board	<input checked="" type="checkbox"/> Shawnee Senior Citizens Advisory Board
<input type="checkbox"/> Oklahoma Baptist University Trust Authority	<input type="checkbox"/> Shawnee Urban Renewal Authority
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Other _____
<input type="checkbox"/> Shawnee Arts and Culture Commission	

Why are you interested in serving on the Board/Committee/Commission selected above?
My property borders Kids Space Park, I want to help make all the parks safe & beautiful

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 was a painter for years, I served in the Army as an MP.
I'm great working with others.

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

None

List education, including degree(s) earned:

I have some college, I lack hrs completing a degree

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? 30 years ago Consolidation Bankruptcy
If so, please explain:

I injured both shoulders on my job in a 16 month period
We paid it off 2 years early

Please include up to three personal or professional references:

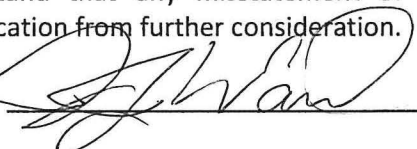
Name	Relationship	Telephone Number
<u>Theresa Cody</u>	<u>Friend</u>	<u>405-788-9887</u>
<u>Mark Shuman</u>	<u>Business associate</u>	<u>405-514-7777</u>
<u>Bob Thomas</u>	<u>Friend</u>	<u>405-255-0059</u>

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

9-18-25

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

**OKLAHOMA BAPTIST UNIVERSITY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE**

November 6, 2025

RECOMMENDATION OF TRUSTEES FOR OBU AUTHORITY

The Executive Committee recommends that the OBU Board of Trustees recommend Sam Garlow for appointment and James Wilder for reappointment as trustees of the Oklahoma Baptist University Authority to the Commission of the City of Shawnee.



Chairman



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

Date: December 15, 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 \$652,425.00 should be considered.

General Fund - The City of Shawnee Fire Department received donations for their Awards & Promotion. The City Staff is requesting the transfer to Equipment, Maintenance, Contracts for the Fire Department. The original monies were received in Fund 706 – Donations and transferred to Fund 001 - General Fund for the Fire Department. The amount of the appropriation is as follows:

- \$4,100.00 – Equipment, Maintenance, Contracts

General Fund – The Parks & Recreation Department received donations for the Fall Fest. The City Staff is requesting to transfer the monies to Other Materials & Supplies in the Parks & Recreation Department, and to reimburse the monies received from the City Manager’s Department under Contingency. The original monies were received in Fund 709 – Donations and transferred to Fund 001 - General Fund for Parks & Recreation Department and the City Manager’s Department. The amount of the appropriation is as follows:

- \$6,150.00 – Other Materials & Supplies – Parks & Recreation Department
- \$25,150.00 – Contingency – City Manager’s Department

General Fund – The City of Shawnee Police Department is receiving funds from the FY26 OK Safe Grant to be used for overtime. The City Staff is requesting the funds for Overtime for the Police Department. The amount of the allocation is as follows:

- \$10,000.00 – Overtime

General Fund – The City of Shawnee Emergency Management Department received grant funds to be used by the department. The City Staff is requesting to transfer the monies into Equipment Parts & Supplies for expenditures in FY26 for Emergency Management. The amount of the allocations is as follows:

- \$7,500.00 – Equipment Parts & Supplies

Capital Improvement Fund – The City of Shawnee Fire Department received monies from Oklahoma

Municipal Assurance Group (OMAG) for a vehicle that was totaled. The City Staff is requesting to transfer the funds in Capital Outlay – Equipment for expenditures in FY26 for the Fire Department. The original monies were received in Fund 603 – Insurance Recovery and transferred to Fund 301 - Capital Improvement Fund for the Fire Department. The amount of the appropriation is as follows:

- \$599,500.00 – Capital Outlay – Equipment

Aquatic Center – The Parks & Recreation Department received donations for the Fall Fest. The City Staff is requesting to transfer the monies to Other Contractual Services – Aquatic Center. The original monies were received in Fund 709 – Donations and transferred to Fund 350 – Aquatic Center. The amount of the appropriation is as follows:

- \$75.00 – Other Contractual Services

Financial Impact: See attached budget amendments.

Attachments:

Staff Recommendation: Approval of all budget amendments.

**CITY OF SHAWNEE
2025-2026 BUDGET AMENDMENT
GENERAL FUND**

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	41020			STATE GRANT REVENUE	-	(10,000.00)	-
				Total	-	(10,000.00)	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0620-51020			OVERTIME	429,886.72	10,000.00	439,886.72
					-	-	-
					429,886.72	10,000.00	439,886.72

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate monies received from FY26 OK Safe Grant for overtime to transfer to Police Department Overtime 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
603	48040			INSURANCE RECOVERY	644,383.12	(599,500.00)	44,883.12
				Total	644,383.12	(599,500.00)	44,883.12

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	599,500.00	1,081,269.66
					-	-	-
					-	-	-
					481,769.66	599,500.00	1,081,269.66

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate monies received from OMAG to transfer into Capital Outlay - Equipment for the Fire Department expenditures in FY26.

Approved:

Mayor _____

Attest: _____

City Clerk _____

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

**CITY OF SHAWNEE
2025-2026 BUDGET AMENDMENT
AQUATIC CENTER**

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	44530			PARKS & REC DONATIONS	75.00	(75.00)	-
				Total	75.00	(75.00)	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
350	5-0960-53390			OTHER CONTRACTUAL SERVICES	4,984.79	75.00	5,059.79
							-
							-
					-	-	-
					4,984.79	75.00	5,059.79

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate monies received from donations to transfer into Other Contractual Services for the Aquatic Center expenditures in FY26.

Approved:

Mayor _____

Attest: _____

City Clerk _____

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



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

Date: December 15, 2025
To: Board of City Commissioners
From: Jennifer Greenland, Human Resources Director
Subject: Acknowledge Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Vicki Files.

Background: Full-time, non-union employees participate in the Oklahoma Municipal Retirement Fund (OkMRF). The Commission is the governing body for the Shawnee Plans.

When an individual retires or leaves employment with the City, they can elect to take their retirement, or leave it in the plan until a later date. Whenever the individual takes their retirement, the Commission must acknowledge that action. The Defined Benefit Plan (DB) allows for an individual to elect a lump sum payment instead of monthly checks. Vicki Files has elected the lump sum option.

Financial Impact: None

Attachments:

Staff Recommendation: Approval of the item



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

Date: December 15, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Acceptance of Bison Curve public infrastructure and placing the maintenance bonds into effect.

Background: The public improvements associated with the Bison Curve Development have been completed and are ready to be accepted by the City. The Water and Sewer improvements are located around the new commercial development south of 45th street.

As required, the developer paid 100% of the construction costs. The improvements were installed to the City of Shawnee Specifications. The water and sewer mains passed all required testing and is now ready for acceptance. The acceptance of the improvements by the City Commission will place the maintenance bonds into effect.

Financial Impact: Not applicable.

Attachments: Maintenance Bond

Staff Recommendation: Acceptance of the improvements.

MAINTENANCE BOND

Bond No. LSM1359635

KNOW ALL MEN BY THESE PRESENTS;

That We, JRDN, LLC
of 14965 White Oak Ln
Shawnee, OK 74804
(hereinafter called the "Principal"), as Principal, and RLI Insurance Company, of
Peoria, Illinois, as Surety, an Illinois corporation duly licensed to
transact business in the State of Oklahoma, (hereinafter called the "Surety"), as Surety, are held and firmly bound unto
City of Shawnee
16 West 9th Street Shawnee, OK74801 (hereinafter called
the Obligee), in the sum of Seventy Eight Thousand and 00/100
Dollars (\$ 78,000.00), for the payment of which sum well and truly to be made, we, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this 4th day of December, 2025.

WHEREAS, the said Principal has heretofore entered into a contract with said Obligee dated _____, for
Install Water Main & Sewer Main Extensions and;

WHEREAS, the said Principal is required to guarantee the item/work installed under said contract, against defects in materials or
workmanship which may develop during the period of 2 year(s) from the date of acceptance of the contract.

NOW, THEREFORE, THE CONDITION OF THIS BOND IS SUCH, that if said Principal shall faithfully carry out and perform the said
guarantee, and shall, on due notice, repair and make good at its own expense any and all defects in materials or workmanship in the said
work which may develop during the period specified above or shall pay over, make good and reimburse to the said Obligee all direct loss
and damage which said Obligee may sustain by reason of failure or default of said Principal so to do, then this obligation shall be null and
void; otherwise shall remain in full force and effect.

JRDN, LLC
Principal

By: _____



RLI Insurance Company

By: Shawn Cook
Shaun Cook Attorney-in-Fact

POWER OF ATTORNEY

RLI Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Bond No. LSM1359635

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That the RLI Insurance Company, a corporation organized and existing under the laws of the State of Illinois, and authorized and licensed to do business in all states and the District of Columbia does hereby make, constitute and appoint: Shaun Cook in the City of Edmond, State of Oklahoma, as it's true and lawful Agent and Attorney-in-Fact, with full power and authority hereby conferred upon him/her to sign, execute, acknowledge and deliver for and on its behalf as Surety, specifically for the following described bond.

Principal: JRDN, LLC
Obligee: City of Shawnee
Bond Amount: \$ 78,000.00

The acknowledgement and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

The RLI Insurance Company further certifies that the following is a true and exact copy of a Resolution adopted by the Board of Directors of RLI Insurance Company, and now in force to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the RLI Insurance Company has caused these presents to be executed by its Sr. Vice President with its corporate seal affixed this 4th day of December, 2025.



RLI Insurance Company

By: Eric Raudins
Eric Raudins Sr. Vice President

State of Ohio }
County of Cuyahoga } SS

On this 4th day of December, 2025, before me, a Notary Public, personally appeared Eric Raudins, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the RLI Insurance Company and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: Jill A. Scott
Jill A. Scott Notary Public



JILL A. SCOTT
Notary Public, State of Ohio
My Commission Expires:
September 22, 2030

CERTIFICATE

I, the undersigned officer of RLI Insurance Company do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the RLI Insurance Company this 4th day of December, 2025.

RLI Insurance Company
By: Christina Dean
Christina Dean Corporate Secretary



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

Date: December 15, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering | Assistant City Manager
Subject: Ratification of an agreement with Total Demolition Services, LLC for the demolition of the structure at 6 and 8 West Main Street.

Background: On October 29th, a structural collapse occurred at the building located at 6 & 8 W Main Street. Following the collapse, City staff evaluated the remaining portions of the structure and determined it posed an immediate threat to public safety due to its unstable condition and location along a heavily traveled downtown corridor. Based on this determination, the City Manager authorized emergency demolition and removal of the structure to eliminate the hazard. Due to the urgency of the situation, the work proceeded prior to City Commission action and exceeded the City Manager's normal signing authority. The total cost of the emergency demolition was \$106,887.00. This item is presented for City Commission acknowledgment of the emergency declaration and ratification of the associated expenditure.

Financial Impact: \$106,887.00 from 001-5-0520-53390

Attachments: 25-152, City of Shawnee Demo 6 & 8 W Main

Staff Recommendation: Approval of item.



7115 N Bryant Avenue
 Oklahoma City, OK
 Phone 405.562.2994 Fax 405.282.2796

INVOICE

DATE: December 12, 2025
 Invoice # 25-152
 FOR: Emergency Demo
 6&8 Main Street
 Shawnee, OK

Bill To:
 Seth Barkhimer
 City of Shawnee

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT COST	AMOUNT
Demolition of Fire Damaged Structure	1	each	\$ 89,125.00	\$89,125.00
Lot Backfilled with fill dirt	1	each	\$ 17,762.00	\$17,762.00
TOTAL				\$ 106,887.00

Make all checks payable to **Total Demolition Services, LLC**
 If you have any questions concerning this invoice, please do not hesitate to contact us at anytime.

By: 

Date: December 12, 2025

THANK YOU FOR YOUR BUSINESS!



November 18, 2025

Seth Barkhimer
City of Shawnee

RE: Demolition of 6 & 8 W Main Street, Shawnee, OK

Seth,

Total Demolition Services is pleased to provide your firm with a proposal for the above-mentioned project. The following is a description of our scope of work for this project.

Demolition of fire damaged structure, slabs/footings, protect as possible front sidewalk, install shoring, demo permit, proper disposal of all debris off site. Rough grade with dirt available on site at completion.

The cost of this work is.....\$ 89,125.00

If you want lot backfilled with fill dirt, additional charge of.....\$ 17,762.00

Exclusions: Hazardous material testing or removal, utility disconnect or relocation, cut/cap, temp barricades or traffic control, location and protection of public and private utility lines, erosion control, parking lots to remain, salvage of any items, and any and all items not specifically listed above.

If you have any questions regarding this proposal, please contact us at any time.

Respectfully,

A handwritten signature in blue ink, appearing to read "Terry Branstetter".

Terry Branstetter
President



**ANNUAL FINANCIAL STATEMENTS AND INDEPENDENT
AUDITOR'S REPORTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2024**

CITY OF SHAWNEE, OKLAHOMA

Annual Financial Statements
Independent Auditor's Reports

For the Fiscal Year Ended
June 30, 2024

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

	Page
Independent Auditor’s Report on Financial Statements	5-8
Management’s Discussion and Analysis	9-17
The Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	20
Statement of Activities	21
Governmental Funds Financial Statements:	
Balance Sheet	23
Statement of Revenues, Expenditures and Changes in Fund Balances.....	24
Reconciliation of Governmental Fund and Government-Wide Financial Statements	25-26
Proprietary Funds Financial Statements:	
Statement of Net Position.....	28
Statement of Revenues, Expenses and Changes in Net Position.....	29
Statement of Cash Flows.....	30
Footnotes to the Basic Financial Statements	32-72
Required Supplementary Information:	
Budgetary Comparison Information	
Budgetary Comparison Schedules–General Fund and Major Special Revenue Fund.....	74
Footnotes to Budgetary Comparison Schedule.....	75
Schedule of City’s Proportionate Share of Net Pension Liability – Firefighter’s Pension System.....	76
Schedule of City Contributions – Firefighter’s Pension System.....	76
Schedule of City’s Proportionate Share of Net Pension Liability (Asset) – Police Pension System.....	77
Schedule of City Contributions – Police Pension System.....	77
Schedule of Changes in Net Pension Liability and Related Ratios– OkMRF.....	78
Schedule of City Contributions – OkMRF.....	78
Schedule of Changes in OPEB Liability.....	79
Supplementary Information:	
General Fund Accounts Combining Schedules	
Combining Balance Sheet – General Fund Accounts.....	81
Combining Schedule of Revenues, Expenditures and Changes in Fund Balance – General Fund Accounts.....	82
Nonmajor Governmental Combining Statements	
Combining Balance Sheet – Nonmajor Governmental Funds.....	83
Combining Statement of Revenues, Expenditures and Changes in Fund Balance – Nonmajor Governmental Funds.....	84-85

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

THIS PAGE INTENTIONALLY LEFT BLANK

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
City of Shawnee, Oklahoma

Adverse and Unmodified Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component units (except as described below), each major fund, and the aggregate remaining fund information of the City of Shawnee, Oklahoma (the "City") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Adverse Opinion on Aggregate Discretely Presented Component Units

In our opinion, because of the significance of the matter discussed in the Basis for Adverse, and Unmodified Opinions section of our report, the financial statements referred to above do not present fairly the financial position of the Aggregate Discretely Presented Component Units of the City, as of June 30, 2024, or the changes in financial position or cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions on Governmental Activities, Business-type Activities, Each Major Fund, and Aggregate Remaining Fund Information

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of Oklahoma Baptist University Authority (OBUA), which represent 100% of the net position and activities of the aggregate discretely component units as of June 30, 2024. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the OBUA is based solely on the report of the other auditors.

Basis for Adverse and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Matter Giving Rise to Adverse Opinion on Aggregate Discretely Presented Component Units

Management has not included financial data for the City's legally separate component unit Shawnee Civic & Cultural Development Authority (SCCDA). Accounting principles generally accepted in the United States of America require the financial data for the component unit to be reported with the financial data of the City's primary government unless the City also issues financial statements for the financial reporting entity that include the financial data for the component unit. The City has not issued such reporting entity financial statements. The effects of not including the City's legally separate component unit on the aggregate discretely presented component units have not been determined.

Emphasis of Matter—Change in Reporting Entity

As discussed in Note 9 to the financial statements, during the year ended June 30, 2024, the City determined that OBUA met the criteria for inclusion as a component unit in accordance with generally accepted accounting principles. As a result, the financial statements for the year ended June 30, 2024, include a prior period adjustment to reflect the inclusion of this component unit for the applicable periods. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the pension plan and other post-employment benefits funding schedules, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our



audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual nonmajor fund financial statements and the budget and actual comparison are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 8, 2025, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City's internal control over financial reporting and compliance.



Oklahoma City, Oklahoma
December 8, 2025

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF SHAWNEE, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2024

As Management of the City of Shawnee, we offer readers this narrative overview and analysis of the financial activities of the City of Shawnee for the fiscal year ended June 30, 2024. We encourage readers to use this information in conjunction with the City's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The City's total net position increased by \$20,646,675 or 18% from the prior year and the assets and deferred outflows of the City continued to exceed its liabilities and deferred inflows at June 30, 2024, by \$135.1 million (net position).
- Of the \$135.1 million in total net position, \$107.7 million is the net investment in capital assets. Another \$29.4 million is restricted for capital projects, debt service, economic development, public safety, and other. The remaining unrestricted net position for governmental activities is a deficit of approximately \$4.1 million, while unrestricted net position of the business-type activities is \$2.1 million. The deficit in governmental activities, in large part, is caused by GASB Statements 68 and 71 related to employer pension accounting and GASB Statement 75 related to other post-employment benefits.
- At June 30, 2024, the City's governmental funds reported total combined ending fund balances of \$49.4 million. Of this amount, \$30.8 million is restricted by outside sources and enabling legislation, and \$1.1 million is assigned for next year's budget, leaving \$17.5 million as unassigned fund balance.
- At June 30, 2024, enterprise funds reported \$51.0 million of total net position. \$48.9 million is the net investment in capital assets, and \$0.1 million is restricted for debt service, leaving \$2.1 million in unrestricted net position.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements presented herein include all of the activities of the City of Shawnee (City), the Shawnee Municipal Authority (SMA), Shawnee Airport Authority (SAA), the Shawnee Urban Renewal Authority (accounted for in the CDBG fund) and the Oklahoma Baptist University Authority (OBUA), a discretely presented component unit. Included in this report are government-wide statements for each of three categories of activities – governmental, business-type and a separate presentation for the discretely presented component unit.

The government-wide financial statements present the complete financial picture of the City from the economic resources measurement focus using the accrual basis of accounting. They present governmental activities and business-type activities separately and combined. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Government-wide financial statements also report the City's operations in more detail than the fund level statements by providing information about the City's most significant funds. These statements include all assets of the City (including infrastructure), along with deferred outflows, as well as all liabilities (including long-term debt), along with deferred inflows.

Reporting the City as a Whole - Statement of Net Position and Statement of Activities

This discussion and analysis is intended to serve as an introduction to the City of Shawnee's basic financial statements. The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer financial questions. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's net position and changes in net position from the prior year. You can think of the City's net position – the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources – as one way to measure the City's financial condition, or position. Over time, increases or decreases in the City's net position are one indicator of whether its financial health is improving, deteriorating, or remaining steady. However, you must consider other non-financial factors, such as changes in the City's tax base, the condition of the City's roads, and the quality of services to assess the overall health of the City.

The Statement of Net Position and the Statement of Activities are divided into three types of activities:

- **Governmental activities** - Most of the City's basic services are reported here, including the public safety, street improvements, community planning and development, civic and cultural activities, and economic development. Sales and use taxes, franchise fees, fines, and state and federal grants finance most of these activities. The Shawnee Urban Renewal Authority is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. All of the activity of the Shawnee Urban Renewal Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority (a blended component unit) does not have any of its own assets or liabilities.
- **Business-type activities** - The City charges a fee to customers to help cover all or most of the cost of certain services it provides. The City's water, sewer, sanitation, and airport services are reported here. The Shawnee Municipal Authority and the Shawnee Airport Authority are enterprise funds and are blended component units of the City.
- **Discretely presented component unit** - The Oklahoma Baptist University Authority (OBUA) was created to promote the development of the Oklahoma Baptist University (the University). The Authority has issued notes payable to construct, remodel, or purchase buildings and equipment on the campus of the University. The University pays the OBUA funds sufficient to meet the annual debt service requirements of the notes payable. The City of Shawnee is the beneficiary of the Trust Indenture and the City of Shawnee's Board of commissioners appoint the Trustees of the Trust. All financing must be approved by the City of Shawnee.

Reporting the City's Most Significant Funds - Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds – not the City as a whole. The City of Shawnee, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. All of the funds of the City of Shawnee can be divided into two categories: governmental funds and proprietary funds.

Governmental funds - Most of the City's basic services are reported in governmental funds, which focus on near-term inflows and outflows of spendable resources, as well as spendable resources available at the end of the fiscal year. These funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available". The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic service it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The differences of results in the Governmental Fund financial statements to those in the Government-Wide financial statements are explained in a reconciliation following the Governmental Fund financial statements.

Proprietary funds - When the City charges customers for the services it provides – whether to outside customers or to other units of the City – these services are generally reported in proprietary funds.

- *Enterprise funds* are one type of proprietary funds and are used to report the same functions presented as business-type activities in the government-wide financial statements. The City has two enterprise funds -- the Shawnee Municipal Authority and the Shawnee Airport Authority -- to account for its water, sewer, sanitation, and airport operations. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.
- *Internal service funds* are another type of proprietary fund used to account for services provided to other departments on a cost reimbursement basis. The City has one internal service fund – the Self-Insured Workers' Compensation Fund -- to account for its workers' compensation costs. The revenues and expenditures reported in this internal service fund are included with governmental activities at the government-wide level of reporting.

A FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

For the year ended June 30, 2024, net position for the governmental activities and business-type activities increased \$20,646,675. The results indicate the City's financial condition improved over the prior year.

Following is a summary of net position for the City of Shawnee as of June 30, 2024 and June 30, 2023:

CITY OF SHAWNEE, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2024

TABLE 1
NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2024	2023		2024	2023		2024	2023	
Current assets	\$ 55,580	\$ 52,258	6%	\$ 10,777	\$ 6,711	61%	\$ 66,357	\$ 58,969	13%
Capital assets, net	64,501	64,752	0%	149,177	99,671	50%	213,678	164,423	30%
Total assets	120,081	117,010	3%	159,954	106,382	50%	280,035	223,392	25%
Deferred outflows	9,892	10,559	-6%	1,294	1,793	-28%	11,186	12,352	-9%
Current liabilities	8,309	11,432	-27%	9,761	7,422	32%	18,070	18,854	-4%
Non-current liabilities	34,472	42,855	-20%	99,684	55,947	78%	134,156	98,802	36%
Total liabilities	42,781	54,287	-21%	109,445	63,369	73%	152,226	117,656	29%
Deferred inflows	3,183	3,028	5%	761	655	16%	3,944	3,683	7%
Net position									
Net investment capital assets	58,895	59,963	-2%	48,850	45,759	7%	107,745	105,722	2%
Restricted	29,221	19,692	48%	136	131	4%	29,357	19,823	48%
Unrestricted (deficit)	(4,107)	(9,401)	-56%	2,056	(1,739)	-218%	(2,051)	(11,140)	-82%
Total net position	\$ 84,009	\$ 70,254	20%	\$ 51,042	\$ 44,151	16%	\$ 135,051	\$ 114,405	18%

As shown in Table 1 above, the largest portion of the City's net position reflects its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. This year the net investment in capital assets amounted to \$107.7 million. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Another portion of the City's net position, \$29.4 million, represents resources that are subject to restrictions on how they may be used. The remaining balance of unrestricted net position, may be used to meet the government's ongoing obligations to citizens and creditors. The total remaining unrestricted net position is a deficit amount, with the governmental unrestricted net position having a deficit balance of \$4.1 million, an 56% decrease in the size of the deficit of the prior year, primarily due to a decrease in current and non-current liabilities. The business-type activities has unrestricted net position of \$2.1 million, a 218% decrease in the size of the deficit of the prior year, primarily due to an increase in capital assets, offset by an increase in non-current liabilities.

Changes in Net Position:

Table 2 summarizes the City's changes in net position for fiscal year 2024 compared to fiscal year 2023.

CITY OF SHAWNEE, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2024

TABLE 2
CHANGES IN NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2024	2023		2024	2023		2024	2023	
Revenues									
Charges for service	\$ 1,635	\$ 1,660	-2%	\$ 17,116	\$ 16,596	3%	\$ 18,751	\$ 18,256	3%
Operating grants and contributions	8,762	4,258	106%	-	7	-100%	8,762	4,265	105%
Capital grants and contributions	7,647	2,329	228%	5,486	1,103	397%	13,133	3,432	283%
Taxes	38,357	34,403	11%	-	-	-	38,357	34,403	11%
Intergovernmental revenue	405	1,195	-66%	-	-	-	405	1,195	-66%
Investment income	1,679	1,050	60%	45	28	61%	1,724	1,078	60%
Miscellaneous	4,791	681	604%	58	98	-41%	4,849	779	522%
Total revenues	63,276	45,576	39%	22,705	17,832	27%	85,981	63,408	36%
Expenses									
General government	10,994	9,921	11%	-	-	-	10,994	9,921	11%
Public safety	24,841	19,425	28%	-	-	-	24,841	19,425	28%
Streets	7,611	6,584	16%	-	-	-	7,611	6,584	16%
Culture and recreation	3,947	2,507	57%	-	-	-	3,947	2,507	57%
Community development	86	37	132%	-	-	-	86	37	132%
Economic development	2,394	2,749	-13%	-	-	-	2,394	2,749	-13%
Interest	293	343	-15%	-	-	-	293	343	-15%
Water	-	-	-	6,694	6,464	4%	6,694	6,464	4%
Wastewater	-	-	-	3,839	3,173	21%	3,839	3,173	21%
Sanitation	-	-	-	3,357	3,205	5%	3,357	3,205	5%
Airport	-	-	-	1,162	1,312	-11%	1,162	1,312	-11%
Lake	-	-	-	117	70	67%	117	70	67%
Total expenses	50,166	41,566	21%	15,169	14,224	7%	65,335	55,790	17%
Excess before transfers	13,110	4,010	227%	7,536	3,608	109%	20,646	7,618	171%
Transfers	645	4,476	-86%	(645)	(4,476)	86%	-	-	-
Change in net position	13,755	8,486	62%	6,891	(868)	894%	20,646	7,618	171%
Beginning net position	70,254	61,768	14%	44,151	45,019	-2%	114,405	106,787	7%
Ending net position	\$ 84,009	\$ 70,254	20%	\$ 51,042	\$ 44,151	16%	\$ 135,051	\$ 114,405	18%

Governmental Activities

The City's governmental activities (as shown in Table 2) increased net position by \$13.8 million.

Fiscal year 2023-2024 tax revenues totaled \$38.4 million compared to \$34.4 million in fiscal year 2022-2023.

Operating grants and contributions increased 106% from the prior year, as the City received a FEMA grant of approximately \$3.5 million during the fiscal year.

Business-type Activities

Operational net revenues of the business-type activities showed an increase in the change in net position of the prior year. Utility revenue collections remained consistent, while expenses showed a slight increase. The vast majority of the increase in the current year change in net position is related to a significant increase in capital grants and contributions and a decrease in transfers to other activities.

CITY OF SHAWNEE, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2024

Tables 3 and 4 summarize the total cost of providing services from governmental activities and business-type activities for fiscal years 2024 and 2023.

TABLE 3
Net Revenue (Expense) of Governmental Activities
(In Thousands)

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	2024	2023		2024	2023	
	General government	\$ 10,994	\$ 9,921	11%	\$ 3,159	\$ (7,305)
Public safety	24,841	19,425	28%	(22,093)	(16,824)	31%
Streets	7,611	6,584	16%	(7,296)	(5,518)	32%
Culture, parks and recreation	3,947	2,507	57%	(3,591)	(2,174)	65%
Community development	86	37	132%	183	696	-74%
Economic development	2,394	2,749	-13%	(2,190)	(1,852)	18%
Interest on long-term debt	293	343	-15%	(293)	(343)	-15%
Total	\$ 50,166	\$ 41,566	21%	\$ (32,121)	\$ (33,320)	-4%

Total costs of services provided by governmental activities totaled \$50.2 million and \$41.6 million for fiscal years 2024 and 2023, respectively.

Total costs of services provided by business-type activities totaled \$15.2 million for fiscal year 2024 and \$14.2 million for fiscal year 2023.

TABLE 4
Net Revenue (Expense) of Business-Type Activities
(In Thousands)

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services		% Inc. Dec.
	2024	2023		2024	2023	
	Water	\$ 6,694	\$ 6,464	4%	\$ 6,878	\$ 1,993
Wastewater	3,839	3,173	21%	703	2,153	-67%
Sanitation	3,357	3,205	5%	(85)	(50)	70%
Airport	1,162	1,312	-11%	29	(580)	-105%
Lake	117	70	67%	(82)	(34)	141%
Total	\$ 15,169	\$ 14,224	7%	\$ 7,443	\$ 3,482	114%

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As the City completed its 2024 fiscal year, the governmental funds reported a combined fund balance of \$49.4 million. The enterprise funds reported combined net position of \$51.0 million. The fund balance constraints and net position restrictions are listed below:

Other Fund Highlights Include:

- For the year ended June 30, 2024, the General Fund's total fund balance increased by \$6,131,905. This increase is primarily the result of an increase in insurance proceeds for damages from the April 2023 tornado.

CITY OF SHAWNEE, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2024

- General fund fire department total expenditures include \$1,619,524, while police department total expenditures include \$632,379, for pension payments made on behalf of the City by the State. The total amount of \$2,251,903 of the on-behalf payments has been included as both revenue and expenditures of the City for the year ended June 30, 2024.
- The Street Improvement Fund's total fund balance increased by \$4.5 million due mostly to an increase in transfers from other funds.
- The Capital Improvement Fund's total fund balance increased by \$1.0 million due mostly to an increase in transfers from other funds.
- The 2018 Capital Improvement Fund is used to account for the proceeds of a \$10 million Sales Tax Revenue Note and a \$16.9 million Sales Tax Revenue Note. The fund ended the year with \$9.9 million in fund balance after \$4.4 million in capital outlay expenditures during the fiscal year.
- The Shawnee Municipal Authority reported a net income of \$2,871,443 before contributed capital, transfers in, and transfers out.

General Fund Budgetary Highlights

Fiscal year 2024 General Fund revenues of \$25.0 million were \$2.3 million above budgeted revenues. Revenues were above budget due mostly to taxes, investment earnings, and miscellaneous revenues coming in above budget.

Fiscal year 2024 General Fund expenditures were 11.6% below budgeted expenditures due to the city implementing conservative measures.

CAPITAL ASSETS & DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2024, the City had \$213.7 million invested in capital assets including land, buildings, machinery and equipment, park facilities, water, sewer and stormwater systems, roads and bridges, net of accumulated depreciation. This represents a net increase of \$49.3 million from last year.

Below are details regarding the change in the City's capital assets for the year ending June 30, 2024.¹

¹ For more detailed information on capital asset activity please refer to page 43-44 Note III.D. Capital Assets

CITY OF SHAWNEE, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2024

TABLE 5
Capital Assets
(In Thousands)
(Net of accumulated depreciation)

	<u>Governmental</u>		<u>Business-Type</u>		<u>Total</u>	
	<u>Activities</u>		<u>Activities</u>			
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Land	\$ 3,662	\$ 3,638	\$ 1,482	\$ 1,482	5,144	\$ 5,120
Buildings	12,316	13,065	4,751	4,499	17,067	17,564
Machinery, furniture and equipment	15,638	6,799	1,163	1,396	16,801	8,195
Lease machinery, furniture and equipment	42	83	272	518	314	601
Subscription asset	-	41	47	94	47	135
Infrastructure	31,869	32,515	39,548	22,654	71,417	55,169
Water rights	-	-	12,968	12,968	12,968	12,968
Construction in progress	974	8,611	88,946	56,060	89,920	64,671
Totals	<u>\$ 64,501</u>	<u>\$ 64,752</u>	<u>\$ 149,177</u>	<u>\$ 99,671</u>	<u>\$ 213,678</u>	<u>\$ 164,423</u>

This year's more significant capital asset additions include various water, wastewater and park improvement projects. The most significant additions were related to the purchase of equipment, and the water treatment plant and wastewater treatment plant projects.

Debt Administration

At year-end, the City had \$119.4 million in long-term debt outstanding, which represents a \$43.1 million increase from the prior year. The overall increase is due to the payment of scheduled principal payments on debt outstanding, offset by significant loan drawdowns. The City had drawdowns of \$48.9 million during the fiscal year. These debts are further detailed below as follows: ²

TABLE 6
Long-Term Debt
(In Thousands)

	<u>Governmental</u>		<u>Business-Type</u>		<u>Total</u>		<u>Total</u>
	<u>Activities</u>		<u>Activities</u>				<u>Percentage</u>
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>Change</u>
Accrued absences	\$ 2,678	\$ 2,503	\$ 208	\$ 224	\$ 2,886	\$ 2,727	6%
Notes payable	13,613	16,926	100,114	53,304	113,727	70,230	62%
Claims and judgments payable	2,434	2,651	-	529	2,434	3,180	-23%
Subscription obligations	-	41	-	78	-	119	-100%
Lease liability	41	83	287	-	328	83	295%
Totals	<u>\$ 18,766</u>	<u>\$ 22,204</u>	<u>\$ 100,609</u>	<u>\$ 54,135</u>	<u>\$ 119,375</u>	<u>\$ 76,339</u>	56.4%

² For more detailed information on long-term debt activity please refer to page 45-48, Note III.E. Long-Term Debt

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

During FY-2024, sales taxes, the primary revenue source of the general government, increased by approximately 9% from FY-2023. Likewise, use taxes also had an increase of approximately 10% over FY-2023. The FY-2024 General Fund budget is a 1% increase from the FY-2023 budget.

Total FY-2025 General Fund revenues are estimated at \$30.3 million, including \$5.5 million in transfers from other funds. As noted above, sales tax and use tax collections, representing approximately 62% percent of the total General Fund revenues, are continuing the trend of running above budgeted projections as of June 2025.

Total FY-2025 Shawnee Municipal Authority utility revenues are projected at \$21.3 million with approximately \$15 million budgeted for wastewater treatment plant upgrades and related engineering services. The Wastewater Treatment Plant project is projected to finish sometime in early 2026.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Director's Office at 16 W 9th, Shawnee, Oklahoma or phone at (405) 878-1610.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

BASIC FINANCIAL STATEMENTS - STATEMENTS OF NET POSITION AND ACTIVITIES

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Statement of Net Position– June 30, 2024

	Governmental Activities	Business-type Activities	Total	Component Unit Oklahoma Baptist University Authority
ASSETS				
Cash and cash equivalents	\$ 44,949,516	\$ 9,630,687	\$ 54,580,203	\$ 88,329
Investments	528,606	97,872	626,478	-
Interest receivable	5,560	-	5,560	-
Accounts receivable, net of allowance	623,550	2,163,872	2,787,422	-
Notes receivable, net of allowance	176,451	-	176,451	16,299,043
Leases receivable	-	205,920	205,920	-
Internal balances	1,426,784	(1,426,784)	-	-
Due from other governmental agencies	7,498,019	36,237	7,534,256	-
Inventories	-	70,149	70,149	-
Net pension asset	372,630	-	372,630	-
Capital assets:				
Land, construction in progress, and water rights	4,635,734	103,395,789	108,031,523	-
Other capital assets, net of depreciation	59,865,567	45,780,885	105,646,452	-
Total Assets	<u>120,082,417</u>	<u>159,954,627</u>	<u>280,037,044</u>	<u>16,387,372</u>
DEFERRED OUTFLOW OF RESOURCES				
Deferred amounts related to pensions	8,622,255	901,420	9,523,675	-
Deferred amounts related to OPEB	1,269,425	392,619	1,662,044	-
Total deferred outflow of resources	<u>9,891,680</u>	<u>1,294,039</u>	<u>11,185,719</u>	<u>-</u>
LIABILITIES				
Accounts payable and accrued expenses	3,982,321	5,280,768	9,263,089	34,090
Accrued interest payable	20,543	480,240	500,783	-
Due to depositors	-	1,489,128	1,489,128	-
Due to bondholders	7,799	-	7,799	-
Unearned revenue	288,951	-	288,951	-
Long-term liabilities				
Due within one year	4,009,853	2,511,248	6,521,101	2,030,182
Due in more than one year	34,472,348	99,684,441	134,156,789	14,135,650
Total liabilities	<u>42,781,815</u>	<u>109,445,825</u>	<u>152,227,640</u>	<u>16,199,922</u>
DEFERRED INFLOW OF RESOURCES				
Deferred amounts related to pensions	1,346,535	-	1,346,535	-
Deferred amounts related to OPEB	1,836,292	575,198	2,411,490	-
Deferred amounts related to leases	-	185,697	185,697	-
Total deferred inflow of resources	<u>3,182,827</u>	<u>760,895</u>	<u>3,943,722</u>	<u>-</u>
NET POSITION				
Net investment in capital assets	58,895,644	48,849,647	107,745,291	-
Restricted for:				
Debt service	1,098,978	135,851	1,234,829	187,450
Public safety	571,251	-	571,251	-
Capital projects	23,954,419	-	23,954,419	-
Economic development	2,334,249	-	2,334,249	-
Other	1,261,811	-	1,261,811	-
Unrestricted (deficit)	(4,106,897)	2,056,448	(2,050,449)	-
Total net position	<u>\$ 84,009,455</u>	<u>\$ 51,041,946</u>	<u>\$ 135,051,401</u>	<u>\$ 187,450</u>

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Statement of Activities –Year Ended June 30, 2024

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position			Component Unit Oklahoma Baptist University Authority
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	
Primary government								
Governmental Activities								
General government	\$ 10,993,732	\$ 681,546	\$ 5,824,416	\$ 7,647,261	\$ 3,159,491	\$ -	\$ 3,159,491	\$ -
Public safety	24,840,472	564,104	2,183,061	-	(22,093,307)	-	(22,093,307)	-
Streets	7,610,899	27,366	287,535	-	(7,295,998)	-	(7,295,998)	-
Culture and recreation	3,947,362	300,869	55,717	-	(3,590,776)	-	(3,590,776)	-
Community development	86,335	29,769	239,758	-	183,192	-	183,192	-
Economic development	2,393,508	31,655	171,928	-	(2,189,925)	-	(2,189,925)	-
Interest on long-term debt	293,300	-	-	-	(293,300)	-	(293,300)	-
Total governmental activities	<u>50,165,608</u>	<u>1,635,309</u>	<u>8,762,415</u>	<u>7,647,261</u>	<u>(32,120,623)</u>	<u>-</u>	<u>(32,120,623)</u>	<u>-</u>
Business-type activities:								
Water	6,693,930	8,829,732	-	4,741,885	-	6,877,687	6,877,687	-
Wastewater	3,838,876	4,531,538	-	-	-	692,662	692,662	-
Sanitation	3,357,589	3,272,052	-	-	-	(85,537)	(85,537)	-
Airport	1,162,079	447,037	-	744,320	-	29,278	29,278	-
Lake	116,859	35,365	-	-	-	(81,494)	(81,494)	-
Total business-type activities	<u>15,169,333</u>	<u>17,115,724</u>	<u>-</u>	<u>5,486,205</u>	<u>-</u>	<u>7,432,596</u>	<u>7,432,596</u>	<u>-</u>
Total primary government	<u>\$ 65,334,941</u>	<u>\$ 18,751,033</u>	<u>\$ 8,762,415</u>	<u>\$ 13,133,466</u>	<u>(32,120,623)</u>	<u>7,432,596</u>	<u>(24,688,027)</u>	<u>-</u>
Component Unit								
Oklahoma Baptist University Authority	\$ 694,872	\$ -	\$ -	\$ -				(694,872)
General revenues:								
Taxes:								
Sales and use taxes					35,363,096	-	35,363,096	-
Franchise taxes and public service taxes					1,691,022	-	1,691,022	-
Hotel/motel taxes					561,671	-	561,671	-
Property tax					287,509	-	287,509	-
Other					453,092	-	453,092	-
Intergovernmental revenue not restricted to specific programs					404,661	-	404,661	-
Unrestricted investment earnings					1,679,004	44,648	1,723,652	-
Miscellaneous					4,791,425	48,599	4,840,024	654,366
Forgiveness of debt					-	9,975	9,975	-
Transfers					644,897	(644,897)	-	-
Total general revenues and transfers					<u>45,876,377</u>	<u>(541,675)</u>	<u>45,334,702</u>	<u>654,366</u>
Change in net position					13,755,754	6,890,921	20,646,675	(40,506)
Net position - beginning, as previously reported					70,253,701	44,151,025	114,404,726	-
Restatement (see notes)					-	-	-	227,956
Net position - beginning, restated					<u>70,253,701</u>	<u>44,151,025</u>	<u>114,404,726</u>	<u>227,956</u>
Net position - ending					<u>\$ 84,009,455</u>	<u>\$ 51,041,946</u>	<u>\$ 135,051,401</u>	<u>\$ 187,450</u>

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

BASIC FINANCIAL STATEMENTS – GOVERNMENTAL FUNDS

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Governmental Funds Balance Sheet - June 30, 2024

	General Fund	American Rescue Plan Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	Grant Fund	Other Governmental Funds	Total Governmental Funds
ASSETS								
Cash and cash equivalents	\$ 13,521,668	\$ -	\$ 4,250,691	\$ 6,580,706	\$ 10,667,185	\$ 4,132,245	\$ 5,797,021	\$ 44,949,516
Investments	499	-	439,630	88,477	-	-	-	528,606
Interest receivable	2,780	-	539	608	695	-	938	5,560
Receivable from other governments	159,423	2,699,455	-	-	-	-	145,605	3,004,483
Due from other funds	2,264,347	-	65,000	3,968,793	-	-	8,866	6,307,006
Taxes receivable, net	2,515,738	-	382,453	431,799	493,485	-	764,756	4,588,231
Court fines receivable, net	237,564	-	-	-	-	-	-	237,564
Other receivables	204,892	-	-	-	-	22,363	240,487	467,742
Total assets	<u>\$ 18,906,911</u>	<u>\$ 2,699,455</u>	<u>\$ 5,138,313</u>	<u>\$ 11,070,383</u>	<u>\$ 11,161,365</u>	<u>\$ 4,154,608</u>	<u>\$ 6,957,673</u>	<u>\$ 60,088,708</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES								
Liabilities:								
Accounts payable	\$ 1,290,932	\$ 1,008,505	\$ 57,265	\$ 5,948	\$ 781,026	\$ 298,630	\$ 105,582	\$ 3,547,888
Accrued payroll payable	418,491	-	-	-	-	4,325	-	422,816
Due to other funds	2,642,412	130,552	1,604,878	-	470,813	-	348,801	5,197,456
Due to bondholders	7,021	-	-	-	-	-	-	7,021
Payable to other governments	-	-	-	-	-	-	-	-
Unearned revenue	112,500	-	-	-	-	-	176,451	288,951
Total liabilities	<u>4,471,356</u>	<u>1,139,057</u>	<u>1,662,143</u>	<u>5,948</u>	<u>1,251,839</u>	<u>302,955</u>	<u>630,834</u>	<u>9,464,132</u>
DEFERRED INFLOWS OF RESOURCES								
Unavailable revenue	315,335	801,668	-	-	-	22,363	75,392	1,214,758
Fund balances:								
Restricted	-	-	3,476,170	11,064,435	9,909,526	-	6,324,185	30,774,316
Assigned	1,119,037	-	-	-	-	-	-	1,119,037
Unassigned (deficit)	13,001,183	758,730	-	-	-	3,829,290	(72,738)	17,516,465
Total fund balances	<u>14,120,220</u>	<u>758,730</u>	<u>3,476,170</u>	<u>11,064,435</u>	<u>9,909,526</u>	<u>3,829,290</u>	<u>6,251,447</u>	<u>49,409,818</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 18,906,911</u>	<u>\$ 2,699,455</u>	<u>\$ 5,138,313</u>	<u>\$ 11,070,383</u>	<u>\$ 11,161,365</u>	<u>\$ 4,154,608</u>	<u>\$ 6,957,673</u>	<u>\$ 60,088,708</u>

The accompanying notes are an integral part of these financial statements

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances – Year Ended June 30, 2024

	General Fund	American Rescue Plan Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	Grant Fund	Other Governmental Funds	Total Governmental Funds
REVENUES								
Taxes	\$ 21,287,605	\$ -	\$ 2,942,460	\$ 3,322,132	\$ 3,796,722	\$ -	\$ 7,205,949	\$ 38,554,868
Intergovernmental	2,848,785	9,225,491	-	-	-	3,538,667	259,088	15,872,031
Licenses and permits	879,621	-	-	-	-	-	-	879,621
Charges for services	314,198	-	-	-	-	-	2,975	317,173
Fees and fines	286,939	-	-	-	-	-	2,113	289,052
Investment earnings	709,703	377,486	32,600	8,044	543,149	-	8,022	1,679,004
Miscellaneous	896,006	92,049	3,619	2,490	24	-	922,862	1,917,050
Insurance Proceeds	3,509,758	-	-	-	-	-	-	3,509,758
Total revenues	<u>30,732,615</u>	<u>9,695,026</u>	<u>2,978,679</u>	<u>3,332,666</u>	<u>4,339,895</u>	<u>3,538,667</u>	<u>8,401,009</u>	<u>63,018,557</u>
EXPENDITURES								
Current:								
General government	5,193,719	-	-	10,000	-	-	96,170	5,299,889
Engineering	335,391	-	-	-	-	-	-	335,391
Equipment and building maintenance	352,862	-	-	-	-	-	-	352,862
Police	8,989,855	-	-	-	-	312,735	-	9,302,590
Fire	8,032,367	-	-	-	-	-	755	8,033,122
Municipal court	356,206	-	-	-	-	-	-	356,206
Emergency management	318,818	-	-	-	-	2,399,925	-	2,718,743
Streets	1,662,654	-	-	-	-	-	548,685	2,211,339
Parks and recreation	1,340,945	-	-	-	-	23,223	-	1,364,168
Culture and recreation	401,643	-	-	-	-	-	-	401,643
E911	802,975	-	-	-	-	-	200,377	1,003,352
Cemetery	219,506	-	-	-	-	-	-	219,506
Library	63,795	-	-	-	-	-	-	63,795
Community development	-	-	-	-	-	15,351	-	15,351
Economic development	1,106,624	-	-	-	-	-	1,235,120	2,341,744
Capital Outlay	352,857	4,705,085	1,934,953	3,474,874	4,358,903	391,078	78,517	15,296,267
Debt Service:								
Principal	40,944	-	371,649	148,861	2,835,000	-	-	3,396,454
Interest and other charges	161	-	12,863	6,305	279,569	-	-	298,898
Total expenditures	<u>29,571,322</u>	<u>4,705,085</u>	<u>2,319,465</u>	<u>3,640,040</u>	<u>7,473,472</u>	<u>3,142,312</u>	<u>2,159,624</u>	<u>53,011,320</u>
Excess (deficiency) of revenues over expenditures	<u>1,161,293</u>	<u>4,989,941</u>	<u>659,214</u>	<u>(307,374)</u>	<u>(3,133,577)</u>	<u>396,355</u>	<u>6,241,385</u>	<u>10,007,237</u>
OTHER FINANCING SOURCES (USES)								
Transfers in	11,762,505	-	800,000	5,400,000	-	-	1,382,893	19,345,398
Transfers out	(6,791,893)	(6,200,000)	(500,000)	(600,000)	-	(30,567)	(4,644,053)	(18,766,513)
Total other financing sources and uses	<u>4,970,612</u>	<u>(6,200,000)</u>	<u>300,000</u>	<u>4,800,000</u>	<u>-</u>	<u>(30,567)</u>	<u>(3,261,160)</u>	<u>578,885</u>
Net change in fund balances	6,131,905	(1,210,059)	959,214	4,492,626	(3,133,577)	365,788	2,980,225	10,586,122
Fund balances - beginning	7,988,315	1,968,789	2,516,956	6,571,809	13,043,103	3,463,502	3,271,222	38,823,696
Fund balances - ending	<u>\$ 14,120,220</u>	<u>\$ 758,730</u>	<u>\$ 3,476,170</u>	<u>\$ 11,064,435</u>	<u>\$ 9,909,526</u>	<u>\$ 3,829,290</u>	<u>\$ 6,251,447</u>	<u>\$ 49,409,818</u>

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position:

Total fund balance, governmental funds	\$	49,409,818
<p>Amounts reported for governmental activities in the Statement of Net Position are different because:</p>		
<p>Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.</p>		64,501,301
<p>Certain long-term assets are not available to pay for current fund liabilities and, therefore, are deferred in the funds.</p>		1,214,758
<p>Deferred outflows and the net pension asset are not available to pay current period expenditures and therefore are not reported in these fund financial statements, but are reported in the governmental activities of the Statement of Net Position.</p>		
Net pension asset		372,630
Pension related deferred outflows		8,622,255
OPEB related deferred outflows		1,269,425
<p>Some liabilities are not due and payable in the current period, and along with deferred inflows, are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position:</p>		
Interest payable		(20,543)
Pension related deferred inflows		(1,836,292)
OPEB related deferred inflows		(1,346,535)
Total OPEB liability		(3,789,094)
Net pension liability		(15,927,185)
Accrued compensated absences		(2,678,041)
Note payable		(13,613,009)
Lease obligations payable		(40,559)
<p>Internal service funds are used by management to charge costs of certain activities that benefit multiple funds, such as self-insurance, to individual funds. The assets and liabilities of the internal service funds are reported in governmental activities:</p>		
Internal service fund net position		(2,129,474)
Net Position of Governmental Activities in the Statement of Net Position	\$	84,009,455

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities:

Net change in fund balances - total governmental funds: \$ 10,586,122

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Capital asset purchases capitalized	6,263,908
Depreciation expense	(6,229,844)
Book value of disposed capital assets	(18,515)
Capital assets donated	23,393
Capital assets transferred from business type activities	66,012

In the Statement of Activities, the net cost of pension benefits earned is calculated and reported as pension expense. The fund financial statements report pension contributions as pension expenditures. This amount represents the difference between pension contributions and calculated pension expense. (733,559)

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

Change in unavailable revenue	627,266
-------------------------------	---------

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position:

Change in accrued compensated absences	(174,809)
Change in total OPEB liability	178,047
Principal paid on long-term debt	3,312,356
Lease obligation principal payments	42,588
SBITA obligation principal payments	40,944

Some expenses reported in the statement of activities do not require the use of current financial resources and these are not reported as expenditures in governmental funds:

Change in accrued interest payable	6,003
------------------------------------	-------

Internal service fund activity is reported as a proprietary fund in fund financial statements, but certain net revenues are reported in governmental activities on the Statement of Activities:

Total change in net position of governmental activities - proprietary funds	(234,158)
---	-----------

Change in net position of governmental activities	\$ 13,755,754
---	---------------

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

BASIC FINANCIAL STATEMENTS – PROPRIETARY FUNDS

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Proprietary Funds Statement of Net Position - June 30, 2024

	<u>Enterprise Funds</u>			<u>Internal Service Funds</u>
	<u>Shawnee Municipal Authority</u>	<u>Shawnee Airport Authority</u>	<u>Total</u>	
ASSETS				
Current assets:				
Cash and cash equivalents	\$ 7,270,506	\$ 650,868	\$ 7,921,374	\$ -
Investments	97,872	-	97,872	-
Restricted:				
Cash and cash equivalents	1,709,313	-	1,709,313	-
Due from other funds	953,897	-	953,897	453,144
Accounts receivable, net	2,124,956	8,243	2,133,199	-
Receivables from other governments	-	36,237	36,237	-
Net pension asset	-	-	-	-
Assessments receivable	2,114	-	2,114	-
Other receivables	28,559	-	28,559	-
Inventories	-	70,149	70,149	-
Lease receivable-current portion	-	35,584	35,584	-
Total current assets	<u>12,187,217</u>	<u>801,081</u>	<u>12,988,298</u>	<u>453,144</u>
Non-current assets:				
Lease receivable	-	170,336	170,336	-
Capital assets:				
Land, construction in progress, and water rights	102,845,428	550,361	103,395,789	-
Other capital assets, net of accumulated depreciation	41,217,615	4,563,270	45,780,885	-
Total non-current assets	<u>144,063,043</u>	<u>5,283,967</u>	<u>149,347,010</u>	<u>-</u>
Total assets	<u>156,250,260</u>	<u>6,085,048</u>	<u>162,335,308</u>	<u>453,144</u>
DEFERRED OUTFLOW OF RESOURCES				
Deferred amounts related to pensions	901,420	-	901,420	-
Deferred amounts related to OPEB	392,619	-	392,619	-
Total deferred outflows of resources	<u>1,294,039</u>	<u>-</u>	<u>1,294,039</u>	<u>-</u>
LIABILITIES				
Current liabilities:				
Accounts payable and accrued liabilities	5,107,977	56,209	5,164,186	12,395
Salaries payable	107,921	8,661	116,582	-
Accrued interest payable	480,240	-	480,240	-
Due to other funds	1,628,790	751,891	2,380,681	135,910
Deposits	226,283	5,518	231,801	-
Deposits subject to refund	251,465	-	251,465	-
Compensated absences	37,419	4,182	41,601	-
Lease obligations	188,655	24,244	212,899	-
Claims and judgments	-	-	-	415,554
Notes payable	4,782,920	-	4,782,920	-
Total current liabilities	<u>12,811,670</u>	<u>850,705</u>	<u>13,662,375</u>	<u>563,859</u>
Non-current liabilities:				
Compensated absences, net of current portion	149,674	16,726	166,400	-
Lease obligations	23,613	50,279	73,892	-
Deposits subject to refund	1,005,862	-	1,005,862	-
Claims and judgments, net of current portion	-	-	-	2,018,759
Net pension liability	777,281	-	777,281	-
Total OPEB liability	809,488	-	809,488	-
Notes payable, net of current portion	95,331,208	-	95,331,208	-
Total non-current liabilities	<u>98,097,126</u>	<u>67,005</u>	<u>98,164,131</u>	<u>2,018,759</u>
Total liabilities	<u>110,908,796</u>	<u>917,710</u>	<u>111,826,506</u>	<u>2,582,618</u>
DEFERRED INFLOW OF RESOURCES				
Deferred amounts related to OPEB	575,198	-	575,198	-
Deferred amounts related to leases	-	185,697	185,697	-
Total deferred inflows of resources	<u>575,198</u>	<u>185,697</u>	<u>760,895</u>	<u>-</u>
NET POSITION				
Net investment in capital assets	43,760,260	5,089,387	48,849,647	-
Restricted for debt service	135,851	-	135,851	-
Unrestricted (deficit)	2,164,194	(107,746)	2,056,448	(2,129,474)
Total net position	<u>\$ 46,060,305</u>	<u>\$ 4,981,641</u>	<u>\$ 51,041,946</u>	<u>\$ (2,129,474)</u>

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Proprietary Funds Statement of Revenues, Expenses and Changes in Net Position - Year Ended June 30, 2024

	<u>Enterprise Funds</u>			<u>Internal Service Fund</u>
	<u>Shawnee Municipal Authority</u>	<u>Shawnee Airport Authority</u>	<u>Total</u>	
REVENUES				
Water	\$ 8,504,151	\$ -	\$ 8,504,151	\$ -
Sewer	4,344,123	-	4,344,123	-
Sanitation	3,146,442	-	3,146,442	-
Rents and royalties	-	250,345	250,345	-
Fuel Sales	-	193,988	193,988	-
Lake	35,365	-	35,365	-
Charges for services	-	-	-	266,815
Miscellaneous	638,606	2,704	641,310	-
Total operating revenues	<u>16,668,687</u>	<u>447,037</u>	<u>17,115,724</u>	<u>266,815</u>
OPERATING EXPENSES				
General government	705,878	-	705,878	-
Lake	87,517	-	87,517	-
Water	5,238,646	-	5,238,646	-
Wastewater	2,094,402	-	2,094,402	-
Sanitation	1,616,806	-	1,616,806	-
Airport	-	685,385	685,385	-
Claims expense	-	-	-	543,217
Depreciation and amortization	2,779,970	470,918	3,250,888	-
Total operating expenses	<u>12,523,219</u>	<u>1,156,303</u>	<u>13,679,522</u>	<u>543,217</u>
Operating income (loss)	<u>4,145,468</u>	<u>(709,266)</u>	<u>3,436,202</u>	<u>(276,402)</u>
NON-OPERATING REVENUES (EXPENSES)				
Interest and investment revenue	39,796	4,852	44,648	-
Miscellaneous revenue	48,599	-	48,599	42,244
Gain (loss) on capital asset disposal	-	(3,667)	(3,667)	-
Forgiveness of debt	9,975	-	9,975	-
Interest expense and fiscal agent charges	(1,484,035)	(2,109)	(1,486,144)	-
Total non-operating revenue (expenses)	<u>(1,385,665)</u>	<u>(924)</u>	<u>(1,386,589)</u>	<u>42,244</u>
Net income (loss) before contributions and transfers	<u>2,759,803</u>	<u>(710,190)</u>	<u>2,049,613</u>	<u>(234,158)</u>
Capital grants and contributions	4,741,885	744,320	5,486,205	-
Transfers in	4,889,138	255,435	5,144,573	-
Transfers out	(5,789,470)	-	(5,789,470)	-
Change in net position	<u>6,601,356</u>	<u>289,565</u>	<u>6,890,921</u>	<u>(234,158)</u>
Total net position - beginning	39,458,949	4,692,076	44,151,025	(1,895,316)
Total net position - ending	<u>\$ 46,060,305</u>	<u>\$ 4,981,641</u>	<u>\$ 51,041,946</u>	<u>\$ (2,129,474)</u>

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Proprietary Funds Statement of Cash Flows - Year Ended June 30, 2024

	Enterprise Funds			Internal Service Funds
	Shawnee Municipal Authority	Shawnee Airport Authority	Total	
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 16,506,254	\$ 430,125	\$ 16,936,379	\$ 309,059
Payments to employees	(3,981,983)	(245,058)	(4,227,041)	-
Payments to suppliers	(6,382,854)	(504,291)	(6,887,145)	-
Claims and judgments paid	-	-	-	(749,581)
Receipts of customer meter deposits	233,530	-	233,530	-
Refunds of customer meter deposits	(201,990)	-	(201,990)	-
Interfund receipts	92,230	-	92,230	135,910
Net cash provided by (used in) operating activities	<u>6,265,187</u>	<u>(319,224)</u>	<u>5,945,963</u>	<u>(304,612)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers from other funds	4,889,138	255,435	5,144,573	-
Transfers to other funds	(5,789,470)	-	(5,789,470)	-
Net cash provided by (used in) noncapital financing activities	<u>(900,332)</u>	<u>255,435</u>	<u>(644,897)</u>	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Purchase of capital assets	(52,032,940)	(727,424)	(52,760,364)	-
Proceeds of capital grants and contributions	4,741,885	744,320	5,486,205	-
Proceeds from debt	48,913,494	-	48,913,494	-
Principal paid on debt	(2,093,764)	-	(2,093,764)	-
Interest and fiscal agent fees paid on debt	(1,219,623)	(2,109)	(1,221,732)	-
Net cash provided by (used in) capital and related financing activities	<u>(1,690,948)</u>	<u>14,787</u>	<u>(1,676,161)</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Sale of investments	39,155	-	39,155	-
Interest and dividends	39,796	4,852	44,648	-
Net cash provided by investing activities	<u>78,951</u>	<u>4,852</u>	<u>83,803</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	3,752,858	(44,150)	3,708,708	(304,612)
Balances - beginning of year	<u>5,226,961</u>	<u>695,018</u>	<u>5,921,979</u>	<u>304,612</u>
Balances - end of year	<u>\$ 8,979,819</u>	<u>\$ 650,868</u>	<u>\$ 9,630,687</u>	<u>\$ -</u>
Reconciliation to Statement of Net Position:				
Cash and cash equivalents	\$ 7,270,506	\$ 650,868	\$ 7,921,374	\$ -
Restricted cash and cash equivalents - current	1,709,313	-	1,709,313	-
Total cash and cash equivalents, end of year	<u>\$ 8,979,819</u>	<u>\$ 650,868</u>	<u>\$ 9,630,687</u>	<u>\$ -</u>
Reconciliation of operating income (loss) to net cash provided (used in) by operating activities:				
Operating income (loss)	\$ 4,145,468	\$ (709,266)	\$ 3,436,202	\$ (276,402)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation expense	2,511,850	470,918	2,982,768	-
Amortization expense	268,120	-	268,120	-
Miscellaneous revenue	48,599	-	48,599	42,244
Change in assets, liabilities and deferrals:				
Due from other governments	-	(27,957)	(27,957)	-
Due to other funds	92,230	-	92,230	135,910
Accounts receivable	(188,179)	3,311	(184,868)	-
Other receivable	(25,966)	-	(25,966)	-
Leases receivable	-	(205,920)	(205,920)	-
Inventory	-	(42,415)	(42,415)	-
Deferred inflows related to leases	-	185,697	185,697	-
Net pension asset	(2,535)	-	(2,535)	-
Deferred outflows related to OPEB	75,312	-	75,312	-
Accounts payable	335,405	29,697	365,102	10,612
Accrued payroll payable	(835,564)	3	(835,561)	-
Lease obligations	(218,554)	(23,667)	(242,221)	-
Deposits subject to refund	34,653	-	34,653	-
Claims and judgments liability	-	-	-	(216,976)
Net pension liability	(170,074)	-	(170,074)	-
Total OPEB liability	(54,653)	-	(54,653)	-
Subscription obligations	(78,047)	-	(78,047)	-
Accrued compensated absences	(16,089)	375	(15,714)	-
Deferred inflows related to OPEB	(79,950)	-	(79,950)	-
Deferred inflows related to pension	423,161	-	423,161	-
Net cash provided by (used in) operating activities	<u>\$ 6,265,187</u>	<u>\$ (319,224)</u>	<u>\$ 5,945,963</u>	<u>\$ (304,612)</u>
Noncash activities:				
Principal forgiven on capital debt	\$ 9,975	\$ -	\$ 9,975	\$ -
Assets transferred to governmental activities	(66,012)	-	(66,012)	-
	<u>\$ (56,037)</u>	<u>\$ -</u>	<u>\$ (56,037)</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

FOOTNOTES TO THE BASIC FINANCIAL STATEMENTS

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

I. Organization

The City of Shawnee, Oklahoma, (the City) operates under a Council-Manager form of government under Title 11 of the *Oklahoma Statutes*. The City provides the following services to its citizens: public safety (police and fire), streets and highways, sanitation, social services, culture and recreation, public improvements, utilities, planning and zoning, and general administrative services.

II. Summary of significant accounting policies

A. Reporting entity

The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the City's operation. The City's financial statements include two discretely presented component units, one is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the City's primary government and the other is excluded due to inability to get audited financial statements in a timely manner.

Blended component units. The Shawnee Municipal Authority (SMA) was created November 11, 1968, to finance, develop, and operate the water, sewer, and solid waste activities. The current City Commission serves as its entire governing body (trustees) of the SMA and management of the city has operational responsibility of the SMA. Any issuance of debt would require a two-thirds approval of the City Commission. SMA is reported as an enterprise fund.

The Shawnee Airport Authority (SAA) was created March 18, 1974, to develop, construct, plan, establish, install, enlarge, improve, maintain, equip, operate, control, and regulate air transportation facilities. The current City Commission serves as its entire governing body (trustees) of the SAA and management of the city has operational responsibility of the SAA. Any issuance of debt would require a two-thirds approval of the City Commission. SAA is reported as an enterprise fund.

The Shawnee Urban Renewal Authority (SURA) is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. The SURA provides services that exclusively benefit the City of Shawnee. All of the activity of the Shawnee Urban Renewal Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority does not have any of its own assets or liabilities and management of the city has operational responsibility of authority. Any issuance of debt would require a two-thirds approval of the City Commission.

Separate financial statements have not been prepared for the blended component units.

Discretely presented component units. Shawnee Civic & Cultural Development Authority (SCCDA) was created January 5, 1976, to acquire by lease and to operate, regulate and administer all physical properties, real or personal which shall be of public use or of civic and/or cultural benefit or incident to carry out an authority or proper function of the City of Shawnee, the beneficiary of the SCCDA. The governing body consists of seven members; the City Manager of the City of Shawnee, four (4) citizens representing the general public to be selected by the Governing Board of the Beneficiary, and two (2) residents of Pottawatomie County appointed by the Commissioners of Pottawatomie County and approved by the SCCDA Trustees. The SCCDA does not have the same

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Board nor does it provide services exclusively to the City of Shawnee. However, any issuance of debt requires a two-thirds approval of the City Commission. The management of the primary government has operational responsibility for the component unit. The City of Shawnee elected to exclude the SCCDA in FY24 due to the inability to get audited financial statements in a timely manner.

The Oklahoma Baptist University Authority (OBUA) was created to promote the development of the Oklahoma Baptist University (the University). The Authority has issued notes payable in order to construct, remodel, or purchase buildings and equipment on the campus of the University. The University pays the OBUA funds sufficient to meet the annual debt service requirements of the notes payable. The City of Shawnee is the beneficiary of the Trust Indenture and the City of Shawnee's Board of commissioners appoint the Trustees of the Trust. All financing must be approved by the City of Shawnee.

Related organizations. These organizations have a close association with the City of Shawnee; however, the relationship does not meet the requirements for inclusion in the City of Shawnee's Annual Financial Report. Separate financial statements for these entities can be obtained by contacting the entities as indicated:

Shawnee Industrial Authority	(405) 273-7490
Shawnee Economic Development	(405) 273-7490

B. Government-wide and fund financial statements

The Government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Combined and/or individual financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Discretely presented component units are reported as separate columns on the government-wide financial statements.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

C. Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period except for reimbursement type grants that are recorded as revenues when the related expenditures are recognized. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims, and judgments are recorded only when payment is due.

Sales and use taxes, property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following fund types:

General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for certain purposes.

Capital Project Funds are used to account for resources restricted to the acquisition or construction of specific capital projects for items.

Proprietary funds include both enterprise funds and internal service funds. Enterprise funds are used to account for business-type activities provided to the general public. Internal service funds are used to account for business-like activities provided and charged to other funds or entities within the reporting entity. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Non-operating revenues of the proprietary funds include such items as investment earnings, interest expense and subsidies.

The funds of the financial reporting entity are described below:

The City reports the following major governmental funds:

- The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The most significant operating revenue is sales tax. For reporting purposes the General Fund includes the

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

activities of the following accounts: Revolving Oil and Gas account, Spay and Neuter account, Aquatic Center account, Library Account, Sister Cities account, and Insurance Recovery account.

- American Rescue Plan Fund accounts for the proceeds received from the federal governments American Rescue Plan. The funds major funding source is grant revenue.
- The Street Improvement Fund accounts for the construction or major reconstruction of street projects, economic development or debt service. The funds major funding source is sales tax.
- The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities, economic development, or debt service. The funds major funding source is sales tax.
- The 2018 Capital Improvement Fund accounts for the addition half-cent sales tax that was passed in June 2018. The proceeds are to be used for capital improvements, specifically public safety, parks and public facilities and streets.
- The Grant Fund accounts for grant revenue and expenses.

The City reports the following major proprietary funds:

- The Shawnee Municipal Authority accounts for the City's water, sewer, and sanitation operations. The funds major funding source is user charges.
- The Shawnee Airport Authority accounts for the City's airport operations. The funds major funding source is user charges.

The City also reports the following proprietary fund:

- Internal service fund accounts for workers' compensation insurance services provided to other departments or agencies of the City on a cost reimbursement basis.

Included in the aggregated other governmental fund totals are the following funds:

- The Street and Alley Fund accounts for the operation and maintenance of local streets and thoroughfares through dedicated taxes.
- The E-911 Fund accounts for the operations and maintenance of the City's 911 emergency services through dedicated taxes.
- The Economic Development Fund accounts for the promotion of economic development through dedicated taxes.
- The Hotel/Motel Fund accounts for the collection of the City's hotel/motel surcharge, used to encourage, promote and foster tourism.
- The Police Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for police officers.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

- The Fire Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for firefighters.
- The CDBG & HOME Grant Funds account for federal funds received by the City and expenditures related to the operation of these grants.
- The Cemetery Care Fund accounts for the continuing care and maintenance as well as future capital investments of the City owned cemetery funded with fees restricted by external sources.
- The Gifts & Contributions Fund accounts for monies donated for various park projects, economic development, civic events, police, and fire donations.
- The Tax Increment Finance Fund accounts for ad valorem taxes paid to the City on properties located in the Shawnee Downtown Revitalization Area and Increment District to be used for economic development projects within that District.
- The Drug Forfeiture Fund accounts for funds received from Pottawatomie County drug enforcement activities to help fund City drug-related law enforcement efforts.
- The HUD Fund accounts for the pass through grant from ODOC for mortgage/rental assistance, utility assistance, nutrition assistance, and mental health support.
- The Emergency Shelter Fund accounts for a pass through grant from HUD via ODOC for homeless assistance-emergency shelter, street outreach, and rapid re-housing.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payment-in-lieu of taxes and other charges between the City's utility functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include, 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Shawnee Municipal Authority and Shawnee Airport Authority enterprise funds and of the City's internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

D. Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position/fund balance

1. Deposits and investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the City to invest in obligations of the U.S. Treasury; time deposits with financial institutions, if such deposits are fully insured by federal depository insurance or pledged collateral; and debt securities issued by the State of Oklahoma, an Oklahoma County, school district, or municipality. A copy of the City of Shawnee's investment policy may be obtained by contacting the City of Shawnee, Post Office Box 1448, Shawnee, Oklahoma 74802-1448.

Investments for the City, as well as for its component units, are reported at fair value.

2. Receivable and payable

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for the governmental activities include sales and use taxes, franchise taxes, grants and court fines. Business-type activities report utilities as its major receivable. The discretely presented component unit notes receivable includes debt service payments Oklahoma Baptist University makes on behalf of the OBUA

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise tax, grant, and other similar intergovernmental revenues since they are usually both measurable and available. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Proprietary fund receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable and interest earnings comprise the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.

3. Restricted assets

Certain proceeds of the Shawnee Municipal Authority's enterprise fund promissory notes, as well as certain resources set aside for their repayment, are classified as restricted assets on the statement of net position because they are maintained in separate bank accounts, and their use is limited by applicable loan covenants. The projects fund account is used to report those proceeds that are restricted for use in construction. The debt service fund account is used to segregate resources accumulated for debt service payments over the next 12 months. The debt service reserve account is used to report resources set aside to make up potential future deficiencies in the debt services account.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

4. Inventories and Prepaids

The Airport Authority (SAA) maintains a fuel inventory for aircraft. Inventory is valued at cost.

Prepaids are payments to vendors that benefit future reporting periods and are reported on the consumption basis.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Subscription based information technology arrangements are valued at the present value of future payments plus capitalizable implementation costs. SBITA assets are amortized over the shorter of useful life or the term of the associated contract. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Property, plant, and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Improvements other than buildings	20-50
Infrastructure	20-100
Furniture, equipment, and vehicles	3-10

6. Compensated absences

It is the City’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. Full-time employees with at least one year of service earn vacation of ten to twenty days per year depending on years of service completed. A maximum of ten to thirty days may be carried over from one benefit year into another, depending on years of service completed.

Sick leave may be accumulated up to a maximum of 120 days. Accumulated sick leave is paid to employees only upon retirement at a rate of one day’s pay for every three day’s accumulated sick leave, up to a maximum of 40 days. A liability for these amounts is reported in governmental funds when they have matured as a result of employee resignations and retirements. The General Fund, the Hotel/Motel Fund and the CDBG Grant Fund are used to liquidate compensated absences in the governmental activities.

7. Long-term obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, discretely presented component unit or proprietary fund type Statements of Net Position. Bond premiums and discounts are unearned and amortized over the life of the bonds using the straight line method. Bonds payable are reported net of bond premium or discount.

8. Deferred Outflow/Inflows of Resources:

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and will not be recognized as an outflow of resources (expenses/expenditure) until then. The government reports the following deferred outflows. Deferred amounts on refunding reported in the government-wide statement of net position and the proprietary fund statement of net position. A deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the new debt or the remaining life of the refunded debt. The city also reports deferred outflows related to pension and OPEB contributions subsequent to the measurement date, the change in proportion, and the difference between expected and actual plan experience.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and will not be recognized as in inflow of resources (revenues) until that time. The government reports deferred inflows related to pension accounting and OPEB accounting for the net difference between projected and actual earnings on pension plan investments, the change in proportion, changes in assumptions, and deferred differences between expected and actual plan experience.

9. Fund equity

Government-Wide and Proprietary Fund Financial Statements:

Net Position is displayed in three components:

- a. *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.
- b. *Restricted Net Position* - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or (2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted Net Position* - All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. These classifications are defined as:

- a. Nonspendable – includes amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.
- b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.
- c. Committed – included amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city's highest level of decision-making authority. The City's highest level of decision-making authority is made by ordinance which must be approved or rescinded by a vote of the City Council.
- d. Assigned – includes amounts that are constrained by the city's intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action, motion or resolution, or by management decision when the city council has authorize management (city manager) to make the decision. Assignments for transfers and interest income for governmental funds are made through budgetary process.
- e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance.

It is the City's policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance are available. The City's policy for the use of fund balance amounts require that restricted amounts would be reduced first, followed by committed amounts, assigned amounts, then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Prior Period Adjustment:

The City included the OBUA in the June 30, 2024 financial statements as a discretely presented component unit. The beginning net position was restated as a correction of an error according to GASB 100.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

E. REVENUES, EXPENDITURES AND EXPENSES

Sales Tax

The City levies a four-cent sales tax on taxable sales within the city. The sales tax is collected by the Oklahoma Tax Commission and remitted to the City in the month following receipt by the Tax Commission. One and one-half cent is legally restricted by the voters. Sales tax is recorded as follows:

- Two-cents recorded in the General Fund for operations
- .3875 recorded in the Capital Improvement Fund restricted by ordinance for capital improvements, economic development or debt service
- .4375 recorded in the Street Improvement Fund and restricted by ordinance for capital improvements, economic development or debt service
- .0500 recorded in the Economic Development Fund and restricted by ordinance for capital improvements, economic development or debt service
- .0625 recorded in the Police Sales Tax Fund and restricted for police operations
- .0625 recorded in the Fire Sales Tax Fund and restricted for fire operations
- .5000 recorded in the 2018 Capital Improvement Fund and restricted for capital improvements or debt service
- .5000 recorded in the 2023 Capital Improvement Fund and restricted for capital improvements or debt service

Property Tax

Under State statutes, municipalities are limited in their ability to levy a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt approved by voters and any court-assessed judgments. For the year ended June 30, 2024, the City did not levy a tax.

Pledge of Future Revenues

Sales Tax Pledge - The City levied a new sales tax beginning October 1, 2018 of one-half percent (.50%). The City has pledged the future sales tax revenues to repay the \$10,000,000 and \$16,875,000 Series 2018 Sales Tax Revenue Note and the 2020 Sales Tax Revenue Notes, respectively. Proceeds from the notes provided financing for capital improvements. The notes are payable from pledged sales tax revenues through fiscal year 2029. The total principal and interest payable for the remainder of the life of the note is \$14,027,355. Pledged sales taxes received in the current year were \$3,882,862. Debt service payments of \$3,114,569 for the current fiscal year were 80% of pledged sales taxes.

Utility Revenues Pledge – The City has also pledged future gross water and wastewater revenues to repay \$1,485,000 of the 2010A OWRB Note Payable, \$5,410,000 of the 2016 Municipal Authority Revenue Note, \$5,380,000 of the 2019 OWRB Note Payable, \$37,920,000 of the 2019A OWRB Note Payable, \$13,500,000 of the 2021 OWRB Note Payable, \$17,460,000 of the 2021 OWRB Note Payable and \$65,635,000 (only \$29,772,633 has been drawn down) of the 2022 OWRB Note Payable. Proceeds from the notes provided financing for utility system capital assets. The notes are payable through fiscal year 2031, 2031, 2031, 2052, 2053, and 2053, respectively. The total principal and interest payable for the remainder of the life of these notes is \$188,936,765. The notes are payable from the above-mentioned utility revenues. The debt service payments on the notes this year were \$3,016,726 which was 23% of pledged utility revenues of \$12,848,274.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Expenditures and Expenses

In the government-wide financial statements, expenses, including depreciation of capital assets, are reported by function or activity. In the governmental fund financial statements, expenditures are reported by class as current (further reported by function), capital outlay and debt service. In the proprietary fund financial statements, expenses are reported by object or activity.

F. INTERNAL AND INTERFUND BALANCES AND ACTIVITIES

In the process of aggregating the financial information for the government-wide statement of net position and statement of activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Fund Financial Statements:

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

Government-Wide Financial Statements:

Interfund activity, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. *Internal balances* – amounts reported in the fund financial statements as interfund receivable and payables are eliminated in the governmental and business-type activities columns of the statement of net position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. *Internal activities* - amounts reported in the fund financial statements as interfund transfers are eliminated in the government-wide statement of activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effect of interfund services between funds is not eliminated in the statement of activities.
3. *Primary government and component unit activity and balances* - resource flows between the primary government and the discretely presented component units are reported as if they were external transactions and are classified separately from internal balances and activities within the primary government.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

G. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

III. Detailed Notes On All Funds

A. Deposits and investments – The City held the following deposits/investments at June 30, 2024:

PRIMARY GOVERNMENT:

Schedule of Deposits and Investments by Type

Type	Fair Value	Credit Rating	Maturities in Years		
			On Demand	Less Than One	1 - 5
Demand accounts	\$ 42,787,314	n/a	\$ 42,787,314	\$ -	\$ -
Time deposits	1,883,768	n/a	-	-	1,883,768
Money market mutual fund	10,530,518	AAAm	-	10,530,518	-
Sub-total	55,201,600		\$ 42,787,314	\$ 10,530,518	\$ 1,883,768
Cash on hand	5,081				
Total Investments and Deposits	\$ 55,206,681				
Reconciliation to Statement of Net Position:					
Cash and cash equivalents	\$ 54,580,203				
Investments	626,478				
	\$ 55,206,681				

GASB Statement No. 72, *Fair Value Measurement and Application*, established a fair value hierarchy for investments. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2024: Money Market Mutual Funds of \$10,530,518 are valued using quoted market prices (Level 1 input).

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of bank failure, the City’s deposits may not be returned to it. The City requires that all deposits be collateralized by either FDIC insurance or pledged collateral. At June 30, 2024 the City was not exposed to custodial credit risk as defined above.

Interest Rate Risk. The City of Shawnee’s formal investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The investment maturities limit policy is as follows:

- The portfolio, as a whole, shall have an average maturity of not more than two (2) years, unless specifically otherwise designated by the Treasurer.
- Banker’s acceptances shall not exceed one hundred (180) days to maturity.

The City complied with this policy in all material respects.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Credit Risk. The City of Shawnee’s policy limits investments to the following: a) obligations of the U.S. Government, its agencies or instrumentalities; b) collateralized or insured certificates of deposit and other evidences of deposit at banks, savings banks, savings and loan associations and credit unions located in this state; c) negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings bank, a savings and loan association, or a state licensed branch of a foreign bank; d) prime bankers’ acceptances which are eligible for purchase by the Federal Reserve System; e) prime commercial paper; f) investment grade obligations of state and local governments, including certain highly rated obligations of state- beneficiary public trusts; g) repurchase agreements; and h) money market funds regulated by the Securities and Exchange Commission which investments consist of those items and those restrictions specified in the investment policy of the City of Shawnee, Oklahoma. The City complied with this policy in all material respects.

Concentration of Credit Risk. Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the City (any over 5% are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from this consideration.

The City places the following limit on the amount it may invest in any one issuer:

- With the exception of U.S. Treasury securities and authorized money market mutual funds, no more than 50% of the of City’s total investment portfolio will be invested in a single security type or with a single financial institution. Individual securities shall be limited as follows:

Type of Investment	Percentage of Cash Available for Investment Not to Exceed
Negotiable certificates of deposit	50%
Bankers’ acceptances	50%
Commercial paper	50%
Obligations of state and local government	50%

The City complied with this policy in all material respects.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

B. Receivables

Receivables as of June 30, 2024, including the applicable allowances for uncollectible accounts are as follows:

	Accounts Receivable	Less: Allowance for Uncollectible Accounts	Net Accounts Receivable
Governmental Activities:			
Taxes	\$ 4,588,231	\$ -	\$ 4,588,231
Due from other governments	3,004,483	-	3,004,483
Court fines	2,375,647	(2,138,083)	237,564
Other	467,742	-	467,742
Total Governmental Activities	\$ 10,436,103	\$ (2,138,083)	\$ 8,298,020
 Reconciliation to Statement of Net Position:			
Accounts receivable, net			\$ 623,550
Due from other governmental agencies			7,498,019
Notes receivable, net			176,451
Total			\$ 8,298,020
 Business-Type Activities:			
Utilities	\$ 4,129,204	\$ (2,004,248)	\$ 2,124,956
Other	38,916	-	\$ 38,916
Due from other governments	36,237	-	36,237
Total Governmental Activities	\$ 4,204,357	\$ (2,004,248)	\$ 2,200,109
 Reconciliation to Statement of Net Position:			
Accounts receivable, net			\$ 2,163,872
Due from other governmental agencies			36,237
Total			\$ 2,200,109
 Discretely Presented Component Unit:			
Notes receivable	\$ 16,299,043		

In addition, the City as a lessor, has entered into lease agreements involving land and buildings. The total amount of inflows of resources, including lease revenue and interest revenue recognized during the fiscal year was \$29,853.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Opioid Settlement Funds

In June 2022, drug manufacturer distributors reached a \$308 billion-dollar nationwide settlement related to opioid lawsuit(s). These funds will be disbursed to each litigating party over an 18-year period according to an allocation agreement reached with all participating states.

Oklahoma’s Memorandum of Agreement (MOA) between the state and local governments for the settlement funds allocates the funds as follows:

- 25% of Net Opioid Funds to Litigating Political Subdivisions
 - 10% of allocation to establish an appeal fund
- 75% to the State of Oklahoma

The City as a litigating party received \$851,002 as part of this settlement in fiscal year 2024. Per the terms of the MOA, the City created a special revenue fund, the Opioid Settlement Fund, to account for these funds. All funds are to be used for opioid abatement and remediation activities. Funds are restricted until expended. No funds have been expended as of June 30, 2024.

Additional settlement amounts are not listed that the City could be a litigating party; these amounts could not be estimated at this time.

C. Restricted assets

The amounts reported as restricted assets of the business-type activities are comprised of assets held by the trustee bank on behalf of the Shawnee Municipal Authority related to their required revenue note and bond accounts, as well as deposits held for refund.

<u>Type of Restricted Assets</u>	<u>Current</u>	<u>Noncurrent</u>	<u>Total</u>
	<u>Cash and Cash Equivalents</u>	<u>Investments</u>	
Due to Depositors	\$ 1,257,327	\$ -	\$ 1,257,327
Trustee Accounts:			
OWRB 2010 Debt Service Account	38,536	-	38,536
SMA 2016 Debt Service Account	111,584	-	111,584
OWRB 2019 Debt Service Account	301,866	-	301,866
Total Restricted Assets	<u>\$ 1,709,313</u>	<u>\$ -</u>	<u>\$ 1,709,313</u>

D. Capital Assets

The following is a summary of changes in capital assets during fiscal year 2024 for the primary government:

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

PRIMARY GOVERNMENT:

	Balance at July 1, 2023	Additions	Disposals	Balance at June 30, 2024
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 3,638,460	\$ 23,393	\$ -	\$ 3,661,853
Construction in progress	8,610,650	1,469,321	9,106,090	973,881
Total capital assets not being depreciated	<u>12,249,110</u>	<u>1,492,714</u>	<u>9,106,090</u>	<u>4,635,734</u>
Depreciable assets:				
Buildings	27,221,651	67,190	136,286	27,152,555
Machinery, furniture and equipment	23,634,941	10,624,819	253,240	34,006,520
Infrastructure	77,662,908	3,051,617	26,132	80,688,393
Total depreciable assets	<u>128,519,500</u>	<u>13,743,626</u>	<u>415,658</u>	<u>141,847,468</u>
Less accumulated depreciation:				
Buildings	14,156,231	815,835	136,286	14,835,780
Machinery, furniture and equipment	16,836,340	1,644,277	112,136	18,368,481
Infrastructure	45,148,348	3,687,058	16,115	48,819,291
Total accumulated depreciation	<u>76,140,919</u>	<u>6,147,170</u>	<u>264,537</u>	<u>82,023,552</u>
Lease assets:				
Machinery, furniture and equipment	166,606	-	-	166,606
Less accumulated amortization for:				
Machinery, furniture and equipment	83,304	41,651	-	124,955
Subscription assets:				
Subscription assets	82,048	-	82,048	-
Less accumulated amortization for:				
Subscription asset	41,024	41,024	82,048	-
Other capital, lease, and subscription assets, net	<u>52,502,907</u>	<u>7,513,781</u>	<u>151,121</u>	<u>59,865,567</u>
Governmental activities capital assets, net	<u>\$ 64,752,017</u>	<u>\$ 9,006,495</u>	<u>\$ 9,257,211</u>	<u>\$ 64,501,301</u>

	Balance at July 1, 2023	Additions	Disposals	Balance at June 30, 2024
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 1,481,715	\$ -	\$ -	\$ 1,481,715
Water rights	12,967,959	-	-	12,967,959
Construction in progress	56,060,443	51,883,491	18,997,819	88,946,115
Total capital assets not being depreciated	<u>70,510,117</u>	<u>51,883,491</u>	<u>18,997,819</u>	<u>103,395,789</u>
Other capital assets:				
Buildings	17,601,426	727,423	1,118,406	17,210,443
Machinery, furniture and equipment	9,035,211	156,985	218,618	8,973,578
Utility property	69,715,294	19,056,297	-	88,771,591
Total other capital assets at historical cost	<u>96,351,931</u>	<u>19,940,705</u>	<u>1,337,024</u>	<u>114,955,612</u>
Less accumulated depreciation for:				
Buildings	13,102,183	472,296	1,114,739	12,459,740
Machinery, furniture and equipment	7,639,146	324,350	152,606	7,810,890
Utility property	47,061,068	2,161,816	-	49,222,884
Total accumulated depreciation	<u>67,802,397</u>	<u>2,958,462</u>	<u>1,267,345</u>	<u>69,493,514</u>
Lease assets:				
Machinery, furniture and equipment	785,165	-	-	785,165
Less accumulated amortization for:				
Machinery, furniture and equipment	267,770	245,517	-	513,287
Subscription assets:				
Subscription assets	140,729	-	-	140,729
Less accumulated amortization for:				
Subscription asset	46,910	46,910	-	93,820
Other capital, lease, and subscription assets, net	<u>29,160,748</u>	<u>16,689,816</u>	<u>69,679</u>	<u>45,780,885</u>
Business-type activities capital assets, net	<u>\$ 99,670,865</u>	<u>\$ 68,573,307</u>	<u>\$ 19,067,498</u>	<u>\$ 149,176,674</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Depreciation and amortization expense was charged to functions/programs of the primary government as follows:

Governmental Activities:		Business-Type Activities:	
Depreciation:		Depreciation:	
General government	\$ 84,486	Water	\$ 1,514,215
Culture and recreation	854,248	Wastewater	1,040,092
Community development	45,904	Sanitation	149,412
Public safety	1,145,188	Lake	29,342
Public works	4,017,344	Airport	470,918
	<u>6,147,170</u>		<u>3,203,979</u>
Amortization:		Amortization:	
Amortization on leased assets:		Amortization on subscription assets:	
Machinery, furniture and equipment	<u>41,651</u>	Subscription assets	46,910
Amortization on subscription assets:			<u>\$ 3,250,889</u>
Subscription assets	<u>41,024</u>		
	<u>\$6,229,845</u>		

E. Long-term debt

Long-term liabilities of the City of Shawnee as of June 30, 2024, are summarized as follows:

Governmental activities

Notes payable (direct placements/direct borrowings) :

\$10,000,000 2018 Sales Tax Revenue Note, to a financial institution, dated December 12, 2018, payable semi-annually each June and December, interest at 2.90%, through December 12, 2028. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability.	\$ 3,900,000
\$16,875,000 2020 Sales Tax Revenue Note, to a financial institution, dated September 1, 2020 payable semi-annually each June and December, interest at 1.35%, through December 12, 2028. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability.	9,515,000
\$298,800 street sweeper note payable, to a financial institution, dated January 27, 2021 payable quarterly each January, April, July and October, interest at 4.00%, through October 27, 2024.	27,095
\$298,914 street sweeper note payable, to a Welch State Bank, dated February 21, 2023 payable in monthly installments with an annual interest at 4.41% through February 21, 2026.	170,914
Total notes payable	<u>\$ 13,613,009</u>
Current portion	\$ 3,018,132
Noncurrent portion	10,594,877
Total notes payable	<u>\$ 13,613,009</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Accrued compensated absences. The general fund has typically been used to liquidate this liability.	<u>\$ 2,678,041</u>
Current portion	\$ 535,608
Noncurrent portion	<u>2,142,433</u>
	<u>\$ 2,678,041</u>
Claims and judgments payable. The general fund has typically been used to liquidate this liability.	<u>\$ 2,434,313</u>
Current portion	\$ 415,554
Noncurrent portion	<u>2,018,759</u>
	<u>\$ 2,434,313</u>
Lease obligations. The general fund has typically been used to liquidate this liability.	<u>\$ 40,559</u>
Current portion	\$ 40,559
Noncurrent portion	<u>-</u>
	<u>\$ 40,559</u>

Business-type activities

Notes payable (direct placements/direct borrowings) :

\$5,410,000 2016 Municipal Authority Revenue Note, dated June 8, 2016, payable in semiannual installments of \$150,000 to \$215,000, interest at 2.35%, final maturity April 2031. The Shawnee Municipal Authority typically has been used to liquidate this liability.	\$ 2,785,000
\$1,485,000 2010A Promissory Note to Oklahoma Water Resources Board, dated October 14, 2010, payable in semiannual installments of approximately \$39,489, including principal and interest at 2.76%, with final maturity at March 2031. The Shawnee Municipal Authority typically pays this liability.	498,867
\$5,380,000 2019 Promissory Note to Oklahoma Water Resources Board, dated May 28, 2019, payable in semiannual installments of approximately \$179,000, Interest from 3.895% to 2.35% through April 2031. The note is secured with pledged revenues from the Shawnee Municipal Authority.	2,884,839
\$37,920,000 2019A Promissory Note to Oklahoma Water Resources Board, dated September 19, 2019, payable in semiannual installments of approximately \$172,000 to \$2,078,000, Interest of 1.58% through September 2051. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$37,920,000 of the note as of June 30.	36,952,000
\$13,500,000 2021 Promissory Note to Oklahoma Water Resources Board, dated June 24, 2021, payable in semiannual installments of approximately \$198,000 to \$253,000, interest of 1.65% through March 2053. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$12,022,500 of the note as of June 30.	11,712,037

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

\$17,460,00 2021 Promissory Note to Oklahoma Water Resources Board, dated May 28, 2021, payable in semiannual installments of approximately \$291,000, interest of 1.98% through March 2053. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$17,190,751 of the note as of June 30. 16,508,751

\$65,635,000 2022 Promissory Note to Oklahoma Water Resources Board, dated August 31, 2022, payable in semiannual installments of approximately \$100,000 to \$1,621,000 with interest of 2.69% through September 2055. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$29,772,633 of the note as of June 30. 28,772,634

Total notes payable	\$ 100,114,128
---------------------	----------------

Current portion	\$ 2,256,748
Noncurrent portion	97,857,380
Total notes payable	\$ 100,114,128

Accrued compensated absences. The Shawnee Municipal and Airport Authorities have typically been used to liquidate this liability.	\$ 208,001
Current portion	\$ 41,601
Noncurrent portion	166,400
	\$ 208,001

Lease obligations. The Shawnee Municipal and Airport Authorities have typically been used to liquidate this liability.	\$ 286,791
Current portion	\$ 212,899
Noncurrent portion	73,892
	\$ 286,791

The 2013, 2016, 2018, and 2021 Sales Tax Revenue Notes are secured by pledged sales tax and contain the following remedies in the event of default: 1) suit for specific performance of any or all covenants of the Authority contained in the Note Indentures, the sales tax agreements or the notes; 2) deposit the sales tax revenue directly with the bank; 3) acceleration of the payment of principal and interest; or 4) file suit to enforce or enjoin action or inaction of parties under provisions of the agreement.

Notes of the Shawnee Municipal Authority Enterprise Fund are secured with pledged revenues and contain the following remedies in the event of default: 1) suit for specific performance of any or all covenants of the Authority contained in the Note Indentures or the notes; 2) acceleration of the payment of principal and interest; 3) gain control of operations through temporary trustees; or 4) file suit to enforce or enjoin action or inaction of parties under provisions of the agreement.

Long-term liability transactions for the year ended June 30, 2024 and changes therein were as follows:

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

<u>Type of Debt</u>	<u>Balance</u> <u>July 1, 2023</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 2024</u>	<u>Due Within</u> <u>One Year</u>
Governmental Activities:					
Notes payable (direct placements/direct borrowings)	\$ 16,925,364	\$ -	\$ 3,312,355	\$ 13,613,009	\$3,018,132
Claims and judgments	2,651,289	659,432	876,408	2,434,313	415,554
Lease obligations	83,147	-	42,588	40,559	40,559
Accrued compensated absences	2,503,232	2,450,417	2,275,608	2,678,041	535,608
Subscription obligations	40,944	-	40,944	-	-
Total Governmental Activities	<u>\$ 22,203,976</u>	<u>\$ 3,109,849</u>	<u>\$ 6,547,903</u>	<u>\$ 18,765,922</u>	<u>\$ 4,009,853</u>
			Add: Total OPEB liability	3,789,094	
			Add: Net Pension liability	15,927,185	
				<u>\$ 38,482,201</u>	
Business-Type Activities:					
Notes payable (direct placements/direct borrowings)	\$ 53,304,373	\$48,913,494	\$ 2,103,739	\$ 100,114,128	\$2,256,748
Lease liability	529,012	-	242,221	286,791	212,899
Accrued compensated absences	223,715	273,170	288,884	208,001	41,601
Subscription obligations	78,047	-	78,047	-	-
Total Business-Type Activities	<u>\$ 54,135,147</u>	<u>\$49,186,664</u>	<u>\$ 2,712,891</u>	<u>100,608,920</u>	<u>\$ 2,511,248</u>
			Add: Total OPEB liability	809,488	
			Add: Net Pension liability	777,281	
				<u>\$ 102,195,689</u>	
Total Long-Term Debt	<u>\$ 76,339,123</u>	<u>\$52,296,513</u>	<u>\$ 9,260,794</u>	<u>\$ 140,677,890</u>	<u>\$ 6,521,101</u>

Annual debt service requirements to maturity for long-term debt are as follows:

Fiscal Year Ending June 30	Governmental Activities			
	Notes Payable (direct placements/direct borrowings)		Lease Obligations	
	Principal	Interest	Principal	Interest
2025	\$ 3,018,132	\$ 234,498	\$ 40,559	\$ 814
2026	3,009,877	177,853	-	-
2027	2,995,000	123,612	-	-
2028	3,045,000	69,371	-	-
2029	1,545,000	13,994	-	-
	<u>\$ 13,613,009</u>	<u>\$ 619,328</u>	<u>\$ 40,559</u>	<u>\$ 814</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

		Business-Type Activities			
		Notes Payable (direct placements/direct borrowings)		Lease Obligations	
Fiscal Year Ending June 30		Principal	Interest	Principal	Interest
	2025	\$ 2,256,748	\$ 1,736,458	\$ 212,899	\$ 7,745
	2026	2,378,202	3,427,403	48,446	1,566
	2027	2,499,736	5,109,729	25,446	334
	2028	3,819,184	5,032,937	-	-
	2029	3,892,044	4,902,298	-	-
	2030-2034	20,475,234	22,428,733	-	-
	2035-2039	22,368,059	18,576,275	-	-
	2040-2044	24,694,695	14,201,219	-	-
	2045-2049	27,479,382	9,263,092	-	-
	2050-2054	24,224,455	3,858,231	-	-
	2055-2056	4,795,999	259,263	-	-
	Amount to be drawn	(38,769,610)	-	-	-
		\$ 100,114,128	\$88,795,638	\$286,791	\$ 9,645

		Discretely Presented Component	
		Notes Payable (direct placements/direct borrowings)	
Fiscal Year Ending June 30		Principal	Interest
	2025	\$ 2,070,687	\$ 577,203
	2026	2,135,825	512,065
	2027	2,203,231	444,659
	2028	1,465,378	382,296
	2029-2033	6,218,177	1,129,680
	2034-2036	2,259,984	124,106
		\$ 16,353,282	\$3,170,009
	Less Net Issue Costs	(187,450)	
		\$ 16,165,832	

Water Agreement

The Shawnee Municipal Authority (SMA) entered into an agreement with the Pottawatomie County Development Authority (PCDA) for the development of the North Deer Creek Reservoir Project (Reservoir) in which the PCDA issued bonds totaling \$18,180,000 for the construction of the Reservoir. SMA issued its Utility Revenue Note, Series 1990B in the amount of \$18,180,000 to the PCDA. (These notes were defeased during the 1993 fiscal year with the issuance of the SMA Utility Revenue Note, Series 1993A in the amount of \$21,165,000.) During the 2003 fiscal year, the 1993 notes were defeased in the amount of \$18,850,000. During fiscal 2013 the SMA issued the 2013A OWRB Note payable to refund the outstanding notes.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

SMA acquired a contractual interest in the water of the reservoir by issuing their Series 1990B Note. They issued the note totaling \$18,180,000 and received restricted funds back from PCDA to establish a reserve fund totaling \$1,263,881. The net amount of the note face value less the reserve fund, which totals \$16,916,119, represented SMA's investment in the water contract with PCDA and a trustee Bank. During a prior fiscal year, the SMA received \$3,948,160 in surplus bond proceeds remaining in the PCDA trust funds to be used for SMA utility system improvements. These proceeds have been accounted for as a reduction in the investment in the water contract with PCDA to \$12,967,959.

The term of the water agreement shall be for a period of one hundred (100) years from its effective date and may be extended by written agreement of the parties. Upon the expiration of the term of this agreement and any extension thereof, PCDA shall by quit claim deed and bill of sale, convey to each party, an undivided fractional interest in the facilities and all personal property titled in PCDA that is used in the operation of the facilities except PCDA's files and records.

Due to the long-term nature of this agreement, and the infinite economic life of the water rights, the SMA's investment in the water rights contract is not being amortized.

F. Interfund receivables, payables, and transfers

Interfund transactions are used for varying reasons including, but not limited to, offset negative pooled cash and posting corrections. Interfund transactions between funds and the reason for those transactions are as follows:

Receivable Fund	Payable Fund	Amount	Nature of Interfund Balance
Worker's Comp Fund	General Fund	\$ 170,350	Self insurance funding
Worker's Comp Fund	SPWA	282,794	Self insurance funding
General Fund	SMA	1,345,996	Negative pooled cash
General Fund	2018 Capital Improvement Fund	470,813	Negative pooled cash
General Fund	Street & Alley Fund	54,074	Negative pooled cash
Street Improvement Fund	CDBG Home Grants Fund	21,204	Posting correction
General Fund	ARPA	130,552	Negative pooled cash
General Fund	Worker's Comp Fund	135,910	Negative pooled cash
General Fund	Emergency Shelter	39,340	Negative pooled cash
General Fund	HUD	87,662	Negative pooled cash
SMA	General	953,897	Posting correction
Gifts and Contributions	Capital Improvement	4,023	Posting correction
Street Improvement Fund	Capital Improvement	1,600,855	Negative pooled cash
Street Improvement Fund	CDBG Home Grants	146,521	Negative pooled cash
Street Improvement Fund	Shawnee Airport Authority	686,891	Negative pooled cash
Street Improvement Fund	General	1,518,165	Negative pooled cash
Capital Improvement Fund	Shawnee Airport Authority	65,000	Federal grant match on future projects
		<u>\$ 7,714,047</u>	

Reconciliation to Fund Financial Statements:

	Due From	Due to	Net Interfund Balances
Governmental Funds	\$ 6,307,006	\$ 5,197,456	\$ 1,109,550
Proprietary Funds	953,897	2,380,681	(1,426,784)
Internal Service Funds	453,144	135,910	317,234
	<u>\$ 7,714,047</u>	<u>\$ 7,714,047</u>	<u>\$ -</u>

Transfers are used for varying reasons including but not limited to operational subsidies, capital funding, and debt service. Transfers between funds and the reason for those transfers are as follows:

**CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024**

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose of Transfer</u>
SMA	General	\$ 4,560,000	Operating subsidy
Police Tax Fund	General	485,969	Restricted sales tax transfer
Fire Tax Fund	General	485,969	Restricted sales tax transfer
ARPA Fund	General	6,200,000	ARPA grant funds
General	CIP Fund	800,000	ARPA grant funds
Grant	General	30,567	Grant transfer
General	Hotel/Motel Tax	1,869	Operating subsidy
General	CDBG/Home Grants Funds	566	Operating subsidy
General	SAA	30,435	Operating subsidy
General	Street and Alley	217,000	Budgeted transfer
General	Street Improvement Fund	5,400,000	ARPA grant funds
Capital Improvement	SMA	500,000	Budgeted transfer
Street Improvement Fund	SMA	600,000	Budgeted transfer
2023 Capital Improvement Fund	SMA	3,672,115	Budgeted transfer
SMA	2023 Capital Improvement Fund	1,163,458	Budgeted transfer
General	SMA	117,023	Operating subsidy
General	SAA	225,000	Operating subsidy
Total		<u>\$ 24,489,971</u>	

Reconciliation to Fund Financial Statements:

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Net Transfers</u>
Governmental Funds	\$ 19,345,398	\$ (18,766,513)	\$ 578,885
Proprietary Funds	-	5,144,573	5,144,573
	<u>\$ 19,345,398</u>	<u>\$ (13,621,940)</u>	<u>\$ 5,723,458</u>

Reconciliation to Statement of Activities:

Net transfers	\$ 578,885
Transfer of capital assets to governmental activities	66,012
Transfers - internal activity	<u>\$ 644,897</u>

G. Net Position/Fund Equity

Government-Wide and Proprietary Fund Financial Statements

It is the City's policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position is available. The following table shows the net position restricted for other purposes shown on the Statement of Net Position:

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned.

It is the City's policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance are available. The City's policy for the use of fund balance amounts require that restricted amounts would be reduced first, followed by committed amounts, assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

The following table shows the fund balance classifications as shown on the Governmental Funds Balance Sheet.

	General Fund	American Rescue Plan Fund	Street Improvement Fund	Capital Improvement Fund	2018 Capital Improvement Fund	Grant Fund	Other Governmental Funds	Total
Fund Balance:								
Restricted for:								
Street improvements	\$ -	\$ -	\$ 11,064,435	\$ -	\$ -	\$ -	\$ -	\$ 11,064,435
Fire operations	-	-	-	-	-	-	61,772	61,772
Police operations	-	-	-	-	-	-	491,775	491,775
Debt service	-	-	-	-	-	-	1,207,483	1,207,483
Capital improvements	-	-	-	3,476,170	9,909,526	-	2,156,874	15,542,570
Culture and rec programs	-	-	-	-	-	-	127,789	127,789
Cemetery improvements	-	-	-	-	-	-	195,448	195,448
Police - drug programs	-	-	-	-	-	-	105,276	105,276
Economic development	-	-	-	-	-	-	1,126,766	1,126,766
Sub-total restricted	<u>-</u>	<u>-</u>	<u>11,064,435</u>	<u>3,476,170</u>	<u>9,909,526</u>	<u>-</u>	<u>5,473,183</u>	<u>29,923,314</u>
Assigned for:								
Subsequent year's budget	<u>1,119,037</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,119,037</u>
Sub-total assigned	<u>1,119,037</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,119,037</u>
Unassigned (deficit)	13,001,183	758,730	-	-	-	3,829,290	(72,738)	17,516,465
TOTAL FUND BALANCE	<u>\$ 14,120,220</u>	<u>\$ 758,730</u>	<u>\$ 11,064,435</u>	<u>\$ 3,476,170</u>	<u>\$ 9,909,526</u>	<u>\$ 3,829,290</u>	<u>\$ 5,400,445</u>	<u>\$ 48,558,816</u>

H. Postemployment Healthcare Plan

Plan Description. The City sponsors Medical, Rx, Dental, Vision and Life insurance to qualifying retirees and their dependents under the age of 65 (for health benefits) and for life insurance that elect to make required premium benefit payments on a monthly basis. Coverage is provided through fully-insured arrangements that collectively operate as a substantive single-employer defined benefit plan. A substantive plan is one in which the plan terms are understood by the employer and the plan members. This understanding is based on communications between the employer and plan member and the historical pattern of practice with regard to the sharing of benefit costs. Qualifying retirees are those employees who are eligible for immediate disability or retirement benefits under the Oklahoma Police Pension and Retirement System, Oklahoma Firefighter's Pension and Retirement System, or the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma. Retirees may continue coverage with the City by paying the carrier premium rate. Authority to establish and amend benefit provisions rests with the City Commission. Benefits are paid from general operating assets of the City. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits provided - The plan covers all current retirees of the City who elected postretirement medical, RX, dental, vision or life insurance coverage through the City's plan, and future retirees of the City's fully insured plans. In accordance with administrative policy, the benefit levels are the same as those afforded to active employees; this creates an implicit rate subsidy. The retiree retains coverage with the City, by making an election upon retirement.

The amount of benefit payments during fiscal year June 30, 2024 were \$373,000.

Employees Covered by Benefit Terms

Active Employees	261
Inactive or beneficiaries receiving benefits	<u>108</u>
Total	<u>369</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Total OPEB Liability – The total OPEB liability was determined based on an alternative measurement method valuation performed as of June 30, 2024, which is also the measurement date.

Actuarial Assumptions- The total OPEB liability was determined based on an actuarial valuation prepared as of June 30, 2024, using the following actuarial assumptions:

- Actuarial Cost Method - Entry Age Normal
- Discount Rate – 4.1% based on the 20 year municipal bond yield
- Retirement Age – Civilians - 55 with 10 years of service, Police and Fire 20 years of service
- Medical Trend Rates

<u>Year</u>	<u>Rate</u>
2025	7.50%
2026	7.25%
2027	7.00%
2028	6.75%
2029	6.50%
2030	6.25%
2031	6.00%
2032	5.75%
2033	5.50%
2034	5.25%
2035	5.00%
2036	4.75%
2037+	4.50%

Changes in Total OPEB Liability –

Balances at Beginning of Year	\$ 4,673,414
Changes for the Year:	
Service cost	206,138
Interest expense	187,722
Difference between expected and actual experience	(115,959)
Change in assumptions	20,267
Benefit Payments	(373,000)
Net Changes	(74,832)
Balances End of Year	\$ 4,598,582

OPEB Liabilities, OPEB Expense, and Deferred Outflows or Resources and Deferred Inflows of Resources Related to OPEB - For the year ended June 30, 2024, the City recognized OPEB expense of \$171,662. At June 30, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 180,322	\$ 1,148,111
Changes of assumptions	1,011,588	829,385
Change in porportion	383,658	383,661
City benefit payments during the measurement date	86,476	50,333
Total	\$ 1,662,044	\$ 2,411,490

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in expense as follows:

Year Ended June 30:		
2025	\$	(222,136)
2026		(216,621)
2027		(167,069)
2028		(209,971)
2029		(37,430)
Thereafter		103,781
	<u>\$</u>	<u>(749,446)</u>

Sensitivity of the City's total OPEB liability to changes in the discount rate- The following presents the City's total OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.0 percent) or 1-percentage-point higher (4.0 percent) than the current discount rate:

	1% Decrease (3.0%)	Current Discount Rate (4.0%)	1% Increase (5.0%)
Employers' total OPEB liability	5,114,873	4,598,582	4,150,024

Sensitivity of the City's total OPEB liability to changes in the healthcare cost trend rates - The following presents the City's total OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.09 percent decreasing to 3.87 percent) or 1-percentage-point higher (7.09 percent decreasing to 5.87 percent) than the current healthcare cost trend rates:

	1% Decrease (5.09% decreasing to 3.87%)	Current Discount Rate (6.09% decreasing to 4.87%)	1% Increase (7.09% decreasing to 5.87%)
Employers' total OPEB liability	\$ 4,229,106	\$ 4,598,582	\$ 5,040,859

IV. Other Information

A. Risk management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The City has insurance for the major risks such as property and general liability, and is self-insured for workers' compensation and unemployment, with applicable excess loss coverage for workers' compensation. A third party worker's compensation administrator is used to evaluate claims and estimate the City's liability for outstanding claims not assumed by the issuer. The City is self-insured up to \$750,000 per occurrence and \$1,000,000 in the aggregate, and has obtained overlying insurance coverage for claims in excess of these amounts. Commercial insurance is used to cover general liability claims and the risk of loss to buildings and mobile equipment. Judgments against the City may be paid by a property tax assessment over a three-year period. Claims have not exceeded coverage in the past three years.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Claims Liability Analysis

The claims liabilities related to the above noted risk of loss that is retained is determined in accordance with Generally Accepted Accounting Principles, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. For the internal service self-insurance workers' compensation fund, changes in the claims liability for the City from July 1, 2022 to June 30, 2024, are as follows:

CLAIMS LIABILITY ANALYSIS

Claims liability, June 30, 2022	\$	2,906,757
Claims and changes in estimates		190,791
Claims payments		<u>(446,259)</u>
Claims liability, June 30, 2023	\$	2,651,289
Claims and changes in estimates		659,432
Claims payments		<u>(876,408)</u>
Claims liability, June 30, 2024	\$	<u><u>2,434,313</u></u>

B. Commitments and contingent liabilities

Grant Program Involvement

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

Litigation

The City is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the City's counsel the resolution of these matters will not have a materially adverse effect on the financial condition of the City.

Asset Retirement Obligations

The City has incurred certain asset retirement obligations related to the operation of its wastewater utility system. The estimated liability of the legally required closure costs for the wastewater utility system cannot be reasonably estimated as of June 30, 2024, since the specific legally required costs of retirement have not yet been identified. The City anticipates identifying those specific legally required costs, if any, and obtaining an estimate of those costs in a subsequent fiscal year.

Construction Commitments

The City/SMA had the following construction commitments at June 30, 2024:

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

<u>Fund/Project</u>	<u>Balance Remaining at June 30, 2024</u>
45th Street Transportation Project	\$ 76,148
Kidspace	59,214
Woodland Veterans Park	43,598
Storm Water Project - Airport	9,200
Santa Fe Depot	1,689
Sanitary Sewer Pipe Bursting	3,125
Water Treatment Plant Expansion	287,922
Water Treatment System Improvements	50,600,498
Clearpoint Culvert Replacement	7,920
Inspections Services for Marie Drive	5,203
Midland Addition Waterline Replacement	42,705
Microsurfacing Street Project	2,066,919
Highland Street Sidewalk	28,488
Water System Improvements-Park Street	34,058
Waterline Replacement -Alice, Fay, Edwards & Pesotum Street	103,959
Water System Improvements - Independence	20,400
Waterline Improvements-Thompson Heights Addition	32,280

Subsequent Event

The Trustees of the Oklahoma Baptist University Authority issued a \$25,000,000 Revenue Note, Series 2025 on May 29, 2025.

C. Tax Abatements

The City enters into sales tax rebate agreements with local businesses as allowed in the Oklahoma State Constitution, Article 10, Section 14. Under this law, the City may establish economic development programs and provide sales tax increments for development as part of its economic development plan.

The sales tax rebate program allows a developer to receive rebated sales tax in varying amounts. To be eligible for this program, the project area should be occupied by occupants operating a retail store of a requisite quality which are new businesses. The sales tax rebate period varies with each agreement.

Due to confidentiality laws in Oklahoma statutes Title 68, Section 1354.11, the amounts of sales taxes rebated will not be disclosed. The following businesses had rebate agreements with the City as of June 30, 2024:

A fuel station entered into a sales tax rebate agreement on November 22, 2016, for a convenience store project. The sales tax rebate is for 1.5% of taxable sales on the second building constructed in the project up to a maximum of \$785,000 in sales tax. This sales tax rebate period is for seven years. The developer is also eligible for a sales tax rebate on construction materials purchased within city limits in conjunction with the construction of the Service Station (building 1).

A new sales tax rebate agreement was approved on March 20, 2023, with Brady's Properties for the construction of a retail development designated as Shawnee Marketplace Phase 2. The proposed agreement would provide for a partial rebate of sales taxes generated exclusively by the proposed Burlington and Five Below stores. The sales tax rebate would encompass two percent (2%) of taxable sales for four (4) years and then 1.5% for an additional four (4) years, with a cap of \$780,613. The term of the rebate agreement would be set for no more than eight (8) years commencing thirty (30) days after the first reported sales by either store. This agreement would terminate when the sales tax rebate has been paid in full or at the end of the eight (8) year period, whichever would occur first.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

D. Employee retirement systems and pensions plans

The City of Shawnee participates in the Oklahoma State Police Pension and Retirement System and the Oklahoma State Firefighters' Pension and Retirement System, both of which are cost-sharing multiple-employer defined benefit pension plans administered by the State of Oklahoma. Additionally, for other City employees not covered by the other plans, the City of Shawnee maintains the Oklahoma Municipal Retirement Fund, an agent multiple employer defined benefit pension plan. For the year ended June 30, 2024 the following amounts were reported for each pension plan:

	<u>Governmental</u>	<u>Business Type</u>	<u>Total</u>
Deferred Outflows:			
Police Pension	\$ 3,599,547	\$ -	\$ 3,599,547
Fire Pension	3,790,400	-	3,790,400
OMRF	1,232,308	901,420	2,133,728
Total	<u>\$ 8,622,255</u>	<u>\$ 901,420</u>	<u>\$ 9,523,675</u>
Deferred Inflows:			
Police Pension	\$ 817,690	\$ -	\$ 817,690
Fire Pension	528,845	-	528,845
Total	<u>\$ 1,346,535</u>	<u>\$ -</u>	<u>\$ 1,346,535</u>
Net Pension Asset:			
Police Pension	\$ 372,630	\$ -	\$ 372,630
Total	<u>\$ 372,630</u>	<u>\$ -</u>	<u>\$ 372,630</u>
Net Pension Liability:			
Fire Pension	\$ 14,864,586	\$ -	\$ 14,864,586
OMRF	1,062,599	777,281	1,839,880
Total	<u>\$ 15,927,185</u>	<u>\$ 777,281</u>	<u>\$ 16,704,466</u>
Pension Expense:			
Police Pension	\$ 1,008,549	\$ -	\$ 1,008,549
Fire Pension	2,400,759	-	2,400,759
OMRF	443,895	324,705	768,600
Total	<u>\$ 3,853,203</u>	<u>\$ 324,705</u>	<u>\$ 4,177,908</u>

The General Fund, Police Sales Tax Fund, and Fire Sales Tax Fund are used to liquidate pension liabilities of the Governmental Activities.

Oklahoma State Police Pension and Retirement System (OPPRS)

Plan description - The City of Shawnee, as the employer, participates in the Oklahoma Police Pension and Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Police Pension and Retirement System (OPPRS). Title 11 of the Oklahoma State Statutes, through the Oklahoma Legislature, grants the authority to establish and amend the benefit terms to the OPPRS. OPPRS issues a publicly available financial report that can be obtained at www.ok.gov/OPPRS

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Benefits provided - OPPRS provides retirement, disability, and death benefits to members of the plan. The normal retirement date under the Plan is the date upon which the participant completes 20 years of credited service, regardless of age. Participants become vested upon completing 10 years of credited service as a contributing participant of the Plan. No vesting occurs prior to completing 10 years of credited service. Participants' contributions are refundable, without interest, upon termination prior to normal retirement. Participants who have completed 10 years of credited service may elect a vested benefit in lieu of having their accumulated contributions refunded. If the vested benefit is elected, the participant is entitled to a monthly retirement benefit commencing on the date the participant reaches 50 years of age or the date the participant would have had 20 years of credited service had employment continued uninterrupted, whichever is later. Monthly retirement benefits are calculated at 2.5% of the final average salary (defined as the average paid base salary of the officer over the highest 30 consecutive months of the last 60 months of credited service) multiplied by the years of credited service, with a maximum of 30 years of credited service considered.

Monthly benefits for participants due to permanent disability incurred in the line of duty are 2.5% of the participants' final average salary multiplied by 20 years. This disability benefit is reduced by stated percentages for partial disability based on the percentage of impairment. After 10 years of credited service, participants who retire due to disability incurred from any cause are eligible for a monthly benefit based on 2.5% of their final average salary multiplied by the years of service. This disability benefit is also reduced by stated percentages for partial disability based on the percentage of impairment. Effective July 1, 1998, once a disability benefit is granted to a participant, that participant is no longer allowed to apply for an increase in the dollar amount of the benefit at a subsequent date.

Survivor's benefits are payable in full to the participant's beneficiary upon the death of a retired participant. The beneficiary of any active participant killed in the line of duty is entitled to a pension benefit.

Contributions - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 8% percent of their annual pay. Participating cities are required to contribute 13% of the employees' annual pay. Contributions to the pension plan from the City were \$605,375. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$632,379 during the calendar year and this is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$542,424. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2024, the City reported a net pension asset of \$372,630 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2023, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of July 1, 2023. The City's proportion of the net pension asset was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2023. Based upon this information, the City's proportion was 1.2201%.

For the year ended June 30, 2024, the City recognized pension expense of \$1,008,549. At June 30, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,020,075	\$ 57,468
Changes of assumptions	-	695,553
Net difference between projected and actual earnings on pension plan investments	1,846,232	-
Changes in proportion and differences between City contributions and proportionate share of contributions	126,486	53,402
City contributions during measurement date	1,379	11,267
City contributions subsequent to the measurement date	605,375	-
Total	\$ 3,599,547	\$ 817,690

The \$605,375 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of or an addition to the net pension liability (asset) in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2025	\$ 359,037
2026	15,582
2027	1,449,253
2028	344,236
2029	8,374
	\$ 2,176,482

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2023, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation: 2.75%

Salary increases: 3.5% to 12% average, including inflation

Investment rate of return: 7.5% net of pension plan investment expense

Cost-of-living adjustments: Police officers eligible to receive increased benefits according to repealed Section 50-120 of Title 11 of the Oklahoma Statutes pursuant to a court order receive an adjustment of 1/3 to 1/2 of the increase or decrease of any adjustment to the base salary of a regular police officer, based on an increase in base salary of 3.5% (wage inflation).

Mortality rates: Active employees (pre-retirement) RP-2000 Blue Collar Healthy Combined table with age set back 4 years with fully generational improvement using Scale AA.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Active employees (post-retirement) and nondisabled pensioners: RP-2000 Blue Collar Healthy Combined table with fully generational improvement using scale AA.

Disabled pensioners: RP-2000 Blue Collar Healthy Combined table with age set forward 4 years.

The actuarial assumptions, used in the July 1, 2023 valuation, were based on the results of an actuarial experience study for the period July 1, 2012, to June 30, 2017.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	5.78%
Domestic equity	7.73%
International equity	11.55%
Real estate	7.66%
Private Equity	11.64%
Commodities	0.00%

The current allocation policy is that approximately 65% of assets in equity instruments, including public equity, long-short hedge, venture capital, and private equity strategies; approximately 20% of assets in fixed income to include investment grade bonds, high yield and non-dollar denominated bonds, convertible bonds, and low volatility hedge fund strategies; and 15% of assets in real assets to include real estate, commodities, and other strategies.

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 14% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate-The following presents the net pension liability (asset) of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability (asset)	\$ 3,518,243	\$ (372,630)	\$ (3,666,977)

Pension plan fiduciary net position - Detailed information about the pension plan’s fiduciary net position is available in the separately issued financial report of the OPPRS, which can be located at www.ok.gov/OPPRS.

Oklahoma State Firefighters’ Pension and Retirement System (OFPRS)

Plan description - The City of Shawnee, as the employer, participates in the Firefighters Pension & retirement—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Firefighters Pension & Retirement System (FPRS). Title 11 of the Oklahoma State Statutes grants the authority to establish and amend the benefit terms to the FPRS. FPRS issues a publicly available financial report that can be obtained at www.ok.gov/fprs.

Benefits provided - FPRS provides defined retirement benefits based on members’ final average compensation, age, and term of service. In addition, the retirement program provides for benefits upon disability and to survivors upon death of eligible members. The Plan’s benefits are established and amended by Oklahoma statute. Retirement provisions are as follows:

Normal Retirement:

- Hired Prior to November 1, 2013
Normal retirement is attained upon completing 20 years of service. The normal retirement benefit is equal to 50% of the member’s final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. For volunteer firefighters, the monthly pension benefit for normal retirement is \$150.60 per month.
- Hired After November 1, 2013
Normal retirement is attained upon completing 22 years of service. The normal retirement benefit is equal to 55% of the member’s final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. Also participants must be age 50 to begin receiving benefits. For volunteer firefighters, the monthly pension benefit for normal retirement is \$165.66 per month.

All firefighters are eligible for immediate disability benefits. For paid firefighters, the disability in-the-line-of-duty benefit for firefighters with less than 20 years of service is equal to 50% of final average monthly compensation, based on the most recent 30 months of service. For firefighters with over 20 years of service, a disability in the line of duty is calculated based on 2.5% of final average monthly compensation, based on the most recent 30 months, per year of service, with a maximum of 30 years of service. For disabilities not in the line of duty, the benefit is limited to only those with less than 20 years of service and is 50% of final average monthly compensation, based on the most recent 60-month salary as opposed to 30 months. For volunteer firefighters, the not-in-the-line-of-duty disability is also limited to only those with less than 20 years of service and is \$7.53 per year of service. For volunteer firefighters,

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

the in-the-line-of-duty pension is \$150.60 with less than 20 years of service or \$7.53 per year of service, with a maximum of 30 years.

A \$5,000 lump sum death benefit is payable to the qualified spouse or designated recipient upon the participant's death. The \$5,000 death benefit does not apply to members electing the vested benefit.

Contributions - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 9% percent of their annual pay. Participating cities are required to contribute 14% of the employees' annual pay. Contributions to the pension plan from the City were \$584,889. The State of Oklahoma also made on-behalf contributions to FPRS in the amount of \$1,619,524 which is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$1,316,718. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2024, the City reported a liability of \$14,864,586 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2023. Based upon this information, the City's proportion was 1.152070%.

For the year ended June 30, 2024, the City recognized pension expense of \$2,400,759. At June 30, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,767,812	\$ 18,871
Changes of assumptions	-	23,834
Net difference between projected and actual earnings on pension plan investments	980,602	-
Changes in proportion and differences between City contributions and proportionate share of contributions	439,773	474,749
City Contributions during the measurement period	17,324	11,391
City contributions subsequent to the measurement date	584,889	-
Total	<u>\$ 3,790,400</u>	<u>\$ 528,845</u>

The \$584,889 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Year ended June 30:

2025	\$	758,299
2026		328,151
2027		1,675,424
2028		(85,208)
		\$ 2,676,666

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2023, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	2.75%
Salary increases:	2.75% to 10.5% average, including inflation
Investment rate of return:	7.5% net of pension plan investment expense

Mortality rates were based on the following:

- Active members—Pub-2010 Public Safety Table with generational mortality improvement using MP-2018.
- Retired members—Pub-2010 Public Safety Below Median Table with generational mortality improvement using Scale MP-2018.
- Disabled members—Pub-2010 Public Safety Disabled Table set forward 2 years

The actuarial assumptions used in the July 1, 2023, valuation were based on the results of an actuarial experience study for the period July 1, 2013, to June 30, 2018.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	20%	5.80%
Domestic equity	42%	9.49%
International equity	20%	11.55%
Real estate	10%	8.48%
Other assets	8%	6.47%

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 36% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Sensitivity of the Net Pension Liability to Changes in the Discount Rate-The following presents the net pension liability of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability	\$ 19,369,198	\$ 14,864,586	\$ 11,097,539

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the FPRS; which can be located at www.ok.gov/fprs .

Oklahoma Municipal Retirement Fund (OkMRF) Employee Retirement System of Shawnee, Oklahoma

Plan Description – The City contributes to an agent multiple employer defined benefit retirement plan, the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma (the Plan), which covers employees not covered by other plans, hired prior to July 1, 2013. The Plan operates as a trust maintained by the Oklahoma Municipal Retirement Fund (OkMRF). The OkMRF board of trustees retains BankOne as custodian to hold the Plan's assets which are invested by various professional managers. OkMRF issues separate plan financial statements which may be obtained by contacting the Oklahoma Municipal Retirement Fund, 100 N., Broadway, Oklahoma City, OK 73102 or from their website: www.okmrf.org/reports.html. Benefits are established or amended by the City Council in accordance with O.S. Title 11, Section 48-101-102.

Summary of Significant Accounting Policies – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's plan and additions to/deduction from the City's fiduciary net position have been determined on the same basis as they are reported by OkMRF. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value based on published market prices. Detailed information about the OkMRF plans' fiduciary net position is available in the separately issued OkMRF financial report.

Eligibility Factors and Benefit Provisions - All regular, full-time City employees not covered by other plans are required to participate in the Plan. Benefits vest after seven years of service. Employees, who retire at age 65 with completion of seven years of service, are entitled to an annual retirement benefit, payable monthly in an amount equal to 2.625% of final average compensation multiplied by the number of years of credited service. Final average compensation is defined as the average of the five highest consecutive annual salaries out of the last ten calendar years of service.

An employee is eligible for an early retirement benefit once he has attained age 55 and has completed seven years of service. The amount of benefit is determined based on the final average salary and credited service as of the date of termination. If benefit payments are to begin before age 65, the amount of benefit will be actuarially reduced. A late retirement benefit is computed in the same manner as a normal retirement based on average salary and credited service as of the termination of employment.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

A participant who becomes totally and permanently disabled after completion of seven years of service will be entitled to a disability benefit based on average salary and service as of the date of disability but without actuarial reduction for payments beginning prior to normal retirement age.

Employee contributions are returned with accrued interest if their employment is terminated prior to completion of seven years of service. A death benefit is payable after seven years of service based on 50% of the employee's accrued benefit. This benefit is payable for life or until remarriage of the surviving spouse.

The plan was frozen on September 1, 2013. All participants who elected to cease participation in the Plan by making a one-time election to participate in the City of Shawnee Defined Contribution Plan ceased accrual of Service for purposes of calculating pension benefits under the Plan. Any such Plan participant who was an active participant prior to July 1, 2013, may continue to earn years of service for vesting purposes and satisfying modified Rule of 80 after August 31, 2013, under this Plan but will not continue to earn years of service for calculating pension benefits under the Plan. Plan participants who elected to cease participation in the plan by making a one-time election to participate in the City of Shawnee Defined Contribution Plan will have their benefit calculation for average monthly compensation by using compensation through August 31, 2013. New hires beginning on July 1, 2013, participate in a Defined Contribution Plan.

Contribution Requirements – The City Commission has the authority to set and amend contribution rates by ordinance for the OkMRF defined benefit plan in accordance with O.S. Title 11, Section 48-102. The contribution rates for the current fiscal year have been made in accordance with an actuarially determined rate. For the year ended June 30, 2024, employees were required to contribute 4.25% of annual compensation while the City contributed 24.01%, the actuarially required contribution rate. Contributions to the Plan for the year ended June 30, 2024, for employees and employer were \$43,057 and \$141,834, respectively. For the year ended June 30, 2024, the City's covered payroll was \$1,013,099. Covered payroll refers to all compensation paid by the City of Shawnee to active employees covered by the Plan on which contributions are based.

Actuarial Assumptions

Date of Last Actuarial Valuation	July 1, 2023
Actuarial Cost Method	Entry age normal
Rate of return on investments and Discount Rate	7.50% compounded annually
Projected salary increases	Varies between 7.5% and 4.5% based upon age
Post Retirement Cost-of-Living Increase	None
Inflation rate	2.7% per annum
Percentage of married employees	100%
Mortality rates – before and after retirement	UP 1994, with projected mortality improvement
Spouse age difference	3 years (female spouses younger)
Turnover	Select and ultimate rates. Ultimate rates are age-related as shown: Additional rates per thousand are added during the first 5 years: Year 1: 225 Year 2: 140 Year 3: 100 Year 4: 70 Year 5: 40
Date of last experience study	November 2022 for fiscal years 2017 thru 2021

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Discount Rate – The discount rate used to value benefits was the long-term expected rate of return on plan investments, 7.50% since the plan’s net fiduciary position is projected to be sufficient to make projected benefit payments.

The City has adopted a funding method that is designed to fund all benefits payable to participants over the course of their working careers. Any differences between actual and expected experience are funded over a fixed period to ensure all funds necessary to pay benefits have been contributed to the trust before those benefits are payable. Thus, the sufficiency of pension plan assets was made without a separate projection of cash flows.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation (2.75%). Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of July 1, 2023 are summarized in the following table:

	Target Allocation	Real Return	Weighted Return
Large cap stocks S&P 500	25%	4.55%	1.14%
Small/mid cap stocks Russell 2500	10%	5.00%	0.50%
Int'l developed mkts equity MSCI EAFE	20%	6.20%	1.24%
Int'l emerging mkts equity MSCI EM net div	5%	6.40%	0.32%
Private Equity MSCI ACWI net div	5%	6.05%	0.30%
US fixed income bonds Barclay's US	20%	2.55%	0.51%
Real estate NCREIF	15%	4.95%	0.74%
Cash equivalents 3 month Treasury	0%	15.00%	0.00%
TOTAL	100%		
Average Real Return			4.75%
Inflation			2.75%
Long-term expected return			7.50%

Changes in Net Pension Liability (Asset) – The total pension liability was determined based on an actuarial valuation performed as of July 1, 2023 which is also the measurement date. There were no changes in assumptions or changes in benefit terms that affected measurement of the total pension liability. There were also no changes between the measurement date of July 1, 2023 and the City’s report ending date of June 30, 2024, that would have had a significant impact on the net pension liability. The following table reports the components of changes in net pension liability:

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

SCHEDULE OF CHANGES IN NET PENSION LIABILITY

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Net Position (b)	Net Pension Liability (a) - (b)
Balances Beginning of Year	\$ 38,339,271	\$ 36,027,325	\$ 2,311,946
Changes for the Year:			
Service cost	103,847	-	103,847
Interest expense	2,772,640	-	2,772,640
Experience losses	19,610	-	19,610
Contributions--City	-	249,606	(249,606)
Contributions--members	-	44,179	(44,179)
Net investment income	-	3,153,162	(3,153,162)
Benefits paid	(2,791,953)	(2,791,953)	-
Plan administrative expenses	-	(78,784)	78,784
Net Changes	<u>104,144</u>	<u>576,210</u>	<u>(472,066)</u>
Balances End of Year	<u>\$ 38,443,415</u>	<u>\$ 36,603,535</u>	<u>\$ 1,839,880</u>

Sensitivity of the net pension liability (asset) to changes in the discount rate - The following presents the net pension liability (asset) of the City, calculated using the discount rate of 7.50 percent, as well as what the City's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability (Asset)	\$ 5,850,559	\$ 1,839,880	\$ (1,554,837)

The City reported \$768,600 in pension expense for the year ended June 30, 2024. At June 30, 2024, the City reported deferred outflows of resources related to pension from the following sources:

	Deferred Outflows of Resources
Net difference between projected and actual earnings on pension plan investments	\$ 1,991,894
City contributions subsequent to the measurement date	141,834
Total	<u>\$ 2,133,728</u>

The \$141,834 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Any amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2025	\$ 391,656
2026	145,132
2027	1,564,308
2028	(109,202)
	<u>\$ 1,991,894</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Oklahoma Municipal Retirement Fund Defined Contribution Plan (the Plan, original plan prior to July 1, 2013 as amended)

Plan Description – The City has also provided a defined contribution plan and trust known as the City of Shawnee Plan and Trust (the Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The defined contribution plan is available to all full-time employees except those participating in the state of Oklahoma fire or police program. Separately audited financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 4.25%. Employees are allowed to contribute in excess of the 4.25%; however, these contributions are not pre-tax. Beginning July 1, 2013, by City ordinance, the City, as the employer, is required to make variable contributions to the Plan, based on employee's years of service. Employer contributions for employees hired prior to July 1, 2013 were as follows: zero to five years of service 5%, five to ten years of service 10%, and ten or more years of service 15%. Employer contributions for employees hired after July 1, 2013 were as follows: zero to five years of service 3%, five to ten years of service 6%, and ten or more years of service 9%. The employee is fully vested after 7 years of service. City contributions for, and interest forfeited by, employees who leave employment prior to fully vesting are allocated back to remaining eligible participants. The authority to establish and amend the provisions of the Plan rests with the City Commission. Contributions to the Plan for the year ended June 30, 2024, for employees who were hired prior to July 1, 2013 employee and employer were \$37,686 and \$129,393, respectively on covered wages of \$887,927. Contributions for employees hired after July 1, 2013 employee and employer were \$241,936 and \$211,128, respectively on covered wages of \$5,692,597.

Oklahoma Municipal Retirement Fund Defined Contribution Department Head and City Manager Plan (the DH Plan)

CMO and DH Plan Description – Effective May 1, 2008, the City has also provided a defined contribution plan and trust known as the City of Shawnee Department Head and City Manager Retirement Plan and Trust (the DH Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The DH Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The DH Plan is available to all full-time employees defined as Department Head or City Manager except those participating in the state of Oklahoma fire or police program. Separate audited GAAP – basis financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the DH Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the DH Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 3.75% with the police and fire chief contributing 8%. Employees are allowed to contribute in excess of the 8%; however, these contributions are not pre-tax. By City ordinance, the City, as the employer, is required to make at least 5% contributions to the DH Plan and could be higher, based on availability of funds. The employee is fully vested upon employment. The authority to establish and

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

amend the provisions of the DH Plan rests with the City Commission. Contributions to the DH Plan for the year ended June 30, 2024, for employees and employer were \$61,328 and \$67,844, on covered wages of \$1,356,885.

Oklahoma Municipal Retirement Fund Defined Contribution Special Incentive Plan

Effective July 1, 2013, the City has also provided a defined contribution plan and trust known as the City of Shawnee Special Incentive Plan (the Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The Plan is available to any employee in the position of Department Head or City Manager on July 1, 2013 except those participating in the state of Oklahoma fire or police program, or any person in the position of Fire Chief or Police Chief and who is covered under another retirement program. Separate audited GAAP – basis financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees do not contribute to the plan. By City ordinance, the City, as the employer, is required to make a \$5,000 contribution for each of the five plan years during the period beginning July 1, 2013 and ending June 30, 2018, provided that the employee will be entitled to the employer contribution only if he or she was employed on the last day of the applicable plan year in the same or higher position as he/she had on the effective date of the plan. The employee is fully vested upon five years of service beginning on July 1, 2013, service prior to July 1, 2013 will not be counted. The authority to establish and amend the provisions of the Plan rests with the City Commission. Contributions to the Plan for the year ended June 30, 2024, totaling \$-0-

City of Shawnee 457 Deferred Compensation Plan (DC Plan)

Plan Description – The City of Shawnee makes available to all full-time employees two Section 457 deferred compensation plans. The DC Plan was created in accordance with Section 457 of the *Internal Revenue Code*, and permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to the employee until retirement, termination, death, or unforeseeable emergency. Employees may choose investments offered by Mission Square Retirement (formerly ICMA-RC) or Nationwide Retirement Solutions, Inc. Separate audited GAAP – basis financial statements are not available.

Funding Policy – In FY24, DC Plan participants could contribute up to a maximum \$22,500 of eligible compensation. The City contributed \$8,002 to the DC Plan as employer contributions for the City Manager.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Budgetary Comparison Schedule – Year Ended June 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>
REVENUES				
Taxes	\$ 20,470,390	\$ 20,636,090	\$ 21,287,605	\$ 651,515
Licenses and permits	492,000	492,000	879,621	387,621
Intergovernmental	444,000	444,000	953,707	509,707
Charges for services	287,334	287,334	35,891	(251,443)
Fees and fines	476,000	476,000	286,814	(189,186)
Investment earnings	85,600	85,600	709,703	624,103
Miscellaneous	322,000	322,000	885,275	563,275
Total revenues	<u>22,577,324</u>	<u>22,743,024</u>	<u>25,038,616</u>	<u>2,295,592</u>
EXPENDITURES				
Departmental:				
<i>General Government:</i>				
City manager	1,935,350	1,700,721	1,069,194	631,527
City attorney	250,000	250,000	196,941	53,059
Human resources	476,834	477,672	567,772	(90,100)
City clerk	415,855	415,855	330,017	85,838
Finance	717,156	717,156	698,372	18,784
Municipal court	488,228	489,240	356,206	133,034
Information Technology	595,741	595,741	604,280	(8,539)
Planning and zoning	1,416,200	1,966,561	1,747,712	218,849
Engineering	438,738	438,738	335,391	103,347
Building maintenance	338,594	359,735	351,420	8,315
<i>Total General Government</i>	<u>7,072,696</u>	<u>7,411,419</u>	<u>6,257,305</u>	<u>1,154,114</u>
<i>Public Safety:</i>				
Police administration	668,999	670,966	637,992	32,974
Police Patrol	6,708,230	6,873,767	6,748,333	125,434
Disptach	807,837	814,837	802,975	11,862
Criminal investigations	1,091,918	1,113,750	769,253	344,497
Animal Welfare	306,589	303,589	291,875	11,714
Fire suppression	5,598,353	5,644,474	5,707,621	(63,147)
Fire prevention	765,004	759,943	751,340	8,603
Emergency Management	1,813,647	1,835,195	332,703	1,502,492
Fire Training	394,043	390,543	220,730	169,813
<i>Total Public Safety</i>	<u>18,154,620</u>	<u>18,407,064</u>	<u>16,262,822</u>	<u>2,144,242</u>
<i>Street:</i>				
Street	1,151,498	1,223,746	1,139,038	84,708
Traffic control	311,014	572,050	528,195	43,855
<i>Total Street</i>	<u>1,462,512</u>	<u>1,795,796</u>	<u>1,667,233</u>	<u>128,563</u>
<i>Culture and Recreation:</i>				
Recreation	481,219	493,149	392,758	100,391
Expo Center	928,948	928,948	1,066,193	(137,245)
Cemetery	214,894	220,672	219,506	1,166
Parks	995,673	1,050,270	926,843	123,427
<i>Total Culture and Recreation</i>	<u>2,620,734</u>	<u>2,693,039</u>	<u>2,605,300</u>	<u>87,739</u>
Total Expenditures	<u>29,310,561</u>	<u>30,307,318</u>	<u>26,792,660</u>	<u>3,514,658</u>
Excess (deficiency) of revenues over expenditures	<u>(6,733,237)</u>	<u>(7,564,294)</u>	<u>(1,754,044)</u>	<u>5,810,250</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	5,478,262	11,678,262	11,762,505	84,243
Transfers out	<u>(696,948)</u>	<u>(6,896,948)</u>	<u>(7,078,548)</u>	<u>(181,600)</u>
Total other financing sources and uses	<u>4,781,314</u>	<u>4,781,314</u>	<u>4,683,957</u>	<u>(97,357)</u>
Net change in fund balances	(1,951,923)	(2,782,980)	2,929,913	5,712,893
Fund balances - beginning	<u>7,741,596</u>	<u>7,741,596</u>	<u>7,741,596</u>	<u>-</u>
Fund balances - ending	<u>\$ 5,789,673</u>	<u>\$ 4,958,616</u>	<u>\$ 10,671,509</u>	<u>\$ 5,712,893</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Footnotes to Budgetary Comparison Schedules:

1. The budgetary comparison schedules are reported using the modified accrual basis with the exception of capital lease activities and on-behalf payments made by the state related to firefighter and police pensions.

2. The legal level of appropriation control is the department level. Transfers of appropriation within a department require the approval of the City Manager, up to \$30,000; all others require City Council approval. In addition, all transfers from contingency line items require City Council approval. Any supplemental appropriations require the approval of the City Council and are to be filed with the Office of the State Auditor and Inspector.

The following is a reconciliation of the difference in budget and actual:

	General Fund
Total revenue - budgetary basis	\$ 36,801,121
Total expenses - budgetary basis	(33,871,208)
Change in fund balance - budgetary basis	2,929,913
Add change in fund balance of accounts combined for reporting purposes:	
Spay and Neuter account	125
Aquatic center	65,906
Library account	21,460
Sister Cities	(30,001)
Insurance Recovery Fund	3,144,502
Change in fund balance - GAAP basis	\$ 6,131,905

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Schedules of Required Supplementary Information

**Schedule of the City of Shawnee Proportionate Share of the Net Pension Liability (Asset) –
Oklahoma Police Pension & Retirement System
Last Ten Fiscal Years***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
City's proportion of the net pension liability (asset)	1.0829%	1.1417%	1.1244%	1.1495%	1.1880%	1.1515%	1.1431%	1.2346%	1.2981%	1.2201%
City's proportionate share of the net pension liability (asset)	\$ (364,603)	\$ 46,554	\$ 1,721,954	\$ 88,416	\$ (566,064)	\$ (73,514)	\$ 1,312,791	\$ (5,922,451)	\$ (1,040,991)	\$ (372,630)
City's covered payroll	\$ 3,199,606	\$ 2,709,674	\$ 3,407,053	\$ 3,546,599	\$ 3,632,653	\$ 3,739,551	\$ 3,788,454	\$ 4,101,068	\$ 4,594,763	\$ 4,568,130
City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	11.40%	1.72%	50.54%	2.49%	-15.58%	-1.97%	34.65%	-144.41%	-22.66%	-8.16%
Plan fiduciary net position as a percentage of the total pension liability	101.53%	99.82%	93.50%	99.68%	101.89%	100.24%	95.80%	117.07%	102.74%	101.02%

**Schedule of City Contributions
Oklahoma Police Pension & Retirement System
Last Ten Fiscal Years***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Statutorily required contribution	\$ 414,687	\$ 442,917	\$ 461,058	\$ 472,245	\$ 486,142	\$ 492,499	\$ 533,139	\$ 597,319	\$ 595,155	\$ 605,375
Contributions in relation to the statutorily required contribution	<u>414,687</u>	<u>446,667</u>	<u>461,015</u>	<u>472,245</u>	<u>487,579</u>	<u>498,047</u>	<u>536,359</u>	<u>600,390</u>	<u>595,155</u>	<u>605,375</u>
Contribution deficiency (excess)	\$ -	\$ (3,750)	\$ 43	\$ -	\$ (1,437)	\$ (5,548)	\$ (3,220)	\$ (3,071)	\$ -	\$ -
City's covered payroll	\$2,709,674	\$3,407,053	\$3,546,599	\$3,632,653	\$3,739,551	\$3,788,454	\$ 4,101,068	\$ 4,594,763	\$ 4,568,130	\$ 4,656,731
Contributions as a percentage of covered payroll	15.30%	13.11%	13.00%	13.00%	13.04%	13.15%	13.08%	13.07%	13.03%	13.00%

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Schedules of Required Supplementary Information

**Schedule of the City of Shawnee Proportionate Share of the Net Pension Liability – Oklahoma Fire Pension & Retirement System
Last Ten Fiscal Years***

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
City's proportion of the net pension liability	1.121621%	1.148883%	1.178677%	1.229817%	1.222407%	1.154816%	1.156144%	1.102527%	1.183532%	1.152070%
City's proportionate share of the net pension liability	\$11,534,169	\$12,194,345	\$14,400,062	\$15,467,706	\$13,759,987	\$12,202,550	\$14,242,697	\$7,260,873	\$15,477,456	\$14,864,586
City's covered payroll	\$ 3,140,982	\$ 3,080,579	\$ 3,431,628	\$ 3,371,624	\$ 3,602,848	\$ 3,569,554	\$ 3,620,909	\$3,632,574	\$ 3,953,281	\$ 4,343,067
City's proportionate share of the net pension liability as a percentage of its covered payroll	367%	396%	420%	459%	382%	342%	393%	200%	392%	342%
Plan fiduciary net position as a percentage of the total pension liability	68.12%	68.27%	64.87%	66.61%	70.73%	72.85%	69.98%	84.24%	69.49%	70.85%

Notes to Schedule:

The amounts present for each fiscal year were determined as of 6/30

**Schedule of City Contributions
Oklahoma Fire Pension & Retirement System
Last Ten Fiscal Years***

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Statutorially required contribution	\$ 439,463	\$ 480,428	\$ 472,027	\$ 504,398	\$ 499,737	\$ 506,928	\$ 508,560	\$ 553,459	\$ 602,594	\$ 584,889
Contributions in relation to the statutorially required contribution	<u>439,463</u>	<u>480,428</u>	<u>472,027</u>	<u>505,981</u>	<u>499,737</u>	<u>506,928</u>	<u>508,323</u>	<u>569,591</u>	<u>602,588</u>	<u>584,889</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,583)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 237</u>	<u>\$ (16,132)</u>	<u>\$ 6</u>	<u>\$ -</u>
City's covered payroll	\$3,080,579	\$3,431,628	\$3,371,624	\$3,602,848	\$3,569,554	\$3,620,909	\$3,632,574	\$3,953,281	\$4,343,067	\$4,177,773
Contributions as a percentage of covered payroll	14.27%	14.00%	14.00%	14.04%	14.00%	14.00%	13.99%	14.41%	13.87%	14.00%

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Schedule of Required Supplementary Information

Schedule of Changes in Net Pension Liability and Related Ratios
Oklahoma Municipal Retirement Fund
Last Ten Fiscal Years*

Schedule of Changes in Net Pension Liability and Related Ratios										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total pension liability										
Service cost	\$ 527,985	\$ 477,546	\$ 479,520	\$ 423,579	\$ 380,092	\$ 347,372	\$ 153,804	\$ 137,760	\$ 136,477	\$ 103,847
Interest	2,818,812	2,733,100	2,781,930	2,820,530	2,845,818	2,831,260	2,995,438	2,911,076	2,890,451	2,772,640
Changes of benefit terms	(1,902,290)	39,435	-	-	-	-	-	-	-	-
Differences between expected and actual experience	-	(543,326)	(704,232)	98,897	(708,559)	956,055	(1,590,368)	(614,553)	76,617	19,610
Changes of assumptions	-	-	-	424,835	-	873,450	-	-	(1,899,606)	-
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)	(2,501,051)	(2,929,614)	(2,704,493)	(2,662,141)	(2,758,170)	(2,791,953)
Net change in total pension liability	<u>(613,300)</u>	<u>720,941</u>	<u>386,185</u>	<u>1,824,843</u>	<u>16,300</u>	<u>2,078,523</u>	<u>(1,145,619)</u>	<u>(227,858)</u>	<u>(1,554,231)</u>	<u>104,144</u>
Total pension liability - beginning	<u>36,853,488</u>	<u>36,240,187</u>	<u>36,961,128</u>	<u>37,347,313</u>	<u>39,172,156</u>	<u>39,188,456</u>	<u>41,266,979</u>	<u>40,121,360</u>	<u>39,893,502</u>	<u>38,339,271</u>
Total pension liability - ending (a)	<u>\$36,240,188</u>	<u>\$36,961,128</u>	<u>\$37,347,313</u>	<u>\$39,172,156</u>	<u>\$39,188,456</u>	<u>\$41,266,979</u>	<u>\$40,121,360</u>	<u>\$39,893,502</u>	<u>\$38,339,271</u>	<u>\$38,443,415</u>
Plan fiduciary net position										
Contributions - employer	\$ 842,919	\$ 714,030	\$ 591,793	\$ 510,788	\$ 462,235	\$ 318,345	\$ 196,900	\$ 422,370	\$ 387,415	\$ 249,606
Contributions - member	139,787	167,474	150,337	141,609	130,099	87,108	54,704	50,433	44,269	44,179
Net investment income	5,094,596	974,198	280,077	4,119,111	2,656,445	2,440,556	1,465,500	9,724,029	(5,184,942)	3,153,162
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)	(2,501,051)	(2,929,614)	(2,704,493)	(2,662,141)	(2,758,170)	(2,791,953)
Administrative expense	(131,982)	(72,769)	(68,578)	(72,412)	(74,158)	(77,471)	(76,617)	(73,869)	(75,053)	(78,784)
Other	-	-	-	-	-	-	-	-	-	-
Net change in plan fiduciary net position	<u>3,887,513</u>	<u>(202,881)</u>	<u>(1,217,404)</u>	<u>2,756,098</u>	<u>673,570</u>	<u>(161,076)</u>	<u>(1,064,006)</u>	<u>7,460,822</u>	<u>(7,586,481)</u>	<u>576,210</u>
Plan fiduciary net position - beginning	<u>31,481,172</u>	<u>35,368,684</u>	<u>35,165,803</u>	<u>33,948,399</u>	<u>36,704,496</u>	<u>37,378,066</u>	<u>37,216,990</u>	<u>36,152,984</u>	<u>43,613,806</u>	<u>36,027,325</u>
Plan fiduciary net position - ending (b)	<u>\$35,368,685</u>	<u>\$35,165,803</u>	<u>\$33,948,399</u>	<u>\$36,704,497</u>	<u>\$37,378,066</u>	<u>\$37,216,990</u>	<u>\$36,152,984</u>	<u>\$43,613,806</u>	<u>\$36,027,325</u>	<u>\$36,603,535</u>
Net pension liability (asset) - ending (a) - (b)	<u>\$ 871,503</u>	<u>\$ 1,795,325</u>	<u>\$ 3,398,914</u>	<u>\$ 2,467,659</u>	<u>\$ 1,810,390</u>	<u>\$ 4,049,989</u>	<u>\$ 3,968,376</u>	<u>\$ (3,720,304)</u>	<u>\$ 2,311,946</u>	<u>\$ 1,839,880</u>
Plan fiduciary net position as a percentage of the total pension liability	97.60%	95.14%	90.90%	93.70%	95.38%	90.19%	90.11%	109.33%	93.97%	95.21%
Covered payroll	\$ 3,765,863	\$ 3,723,501	\$ 3,323,837	\$ 3,144,344	\$ 2,898,608	\$ 1,381,807	\$ 1,173,220	\$ 1,128,818	\$ 966,319	\$ 1,039,499
Net pension liability as a percentage of covered payroll	23.14%	48.22%	102.26%	78.48%	62.46%	293.09%	338.25%	-329.58%	239.25%	177.00%

Schedules of Required Supplementary Information

Schedule of City Contributions
Oklahoma Municipal Retirement Fund
Last Ten Fiscal Years

Schedule of Employer Contributions										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Actuarially determined contribution	\$ 688,665	\$ 617,158	\$ 532,419	\$ 462,235	\$ 278,433	\$ 196,552	\$ 447,635	\$ 387,023	\$ 249,582	\$ 81,453
Contributions in relation to the actuarially determined contribution	688,665	617,158	532,419	462,235	289,727	197,259	415,345	387,431	249,582	141,834
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (11,294)</u>	<u>\$ (707)</u>	<u>\$ 32,290</u>	<u>\$ (408)</u>	<u>\$ -</u>	<u>\$ (60,381)</u>
Covered payroll	\$3,800,578	\$3,677,301	\$3,461,242	\$3,061,160	\$1,886,400	\$1,287,177	\$1,204,291	\$1,041,225	\$1,039,499	\$1,013,099
Contributions as a percentage of covered payroll	18.12%	16.78%	15.38%	15.10%	15.36%	15.32%	34.49%	37.21%	24.01%	14.00%

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Schedule of Required Supplementary Information

**Other Post Employment Benefits
Last Seven Fiscal Years***

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Total OPEB Liability							
Service cost	\$ 256,280	\$ 256,280	\$ 235,954	\$ 286,205	\$ 248,240	\$ 191,847	\$ 206,138
Interest	163,195	145,051	199,040	137,964	117,669	179,210	187,722
Difference between expected and actual experience	-	-	(19,915)	(2,012,531)	30,446	111,265	(115,959)
Changes in assumptions	(300,133)	105,976	425,305	361,406	(1,215,286)	(7,680)	20,267
Changes om benefit terms	-	-	1,569,912	-	-	-	-
Other changes	-	-	125,891	(508,384)	679,620	-	-
Benefit Payments	(190,000)	(190,000)	(332,000)	(190,000)	(417,000)	(409,000)	(373,000)
Net change in total OPEB liability	<u>(70,658)</u>	<u>317,307</u>	<u>2,204,187</u>	<u>(1,925,340)</u>	<u>(556,311)</u>	<u>65,642</u>	<u>(74,832)</u>
Balances at Beginning of Year	<u>4,638,587</u>	<u>4,567,929</u>	<u>4,885,236</u>	<u>7,089,423</u>	<u>5,164,083</u>	<u>4,607,772</u>	<u>4,673,414</u>
Balances End of Year	<u>\$ 4,567,929</u>	<u>\$ 4,885,236</u>	<u>\$ 7,089,423</u>	<u>\$ 5,164,083</u>	<u>\$ 4,607,772</u>	<u>\$ 4,673,414</u>	<u>\$ 4,598,582</u>
Covered employee payroll	\$ 13,471,000	\$ 14,434,000	\$ 13,938,784	\$ 13,938,784	\$ 13,964,843	\$ 13,964,843	\$ 14,655,863
Total OPEB liability as a percentage of covered employee payroll	33.90%	33.85%	50.86%	37.05%	33.00%	33.47%	31.38%

Notes to Schedule:

Only seven fiscal years are presented because 10-year data is not yet available.
No assets are accumulated in a qualifying trust for the OPEB plan.

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

SUPPLEMENTARY INFORMATION

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Combining Balance Sheet – General Fund Accounts - June 30, 2024

	General Fund	Revolving Oil & Gas	Spay and Neuter	Aquatic Center	Library	Sister Cities	Insurance Recovery	Total General Fund
ASSETS								
Cash and cash equivalents	\$ 9,905,657	\$ -	\$ 8,222	\$ 302,467	\$ 25,685	\$ 52,350	\$ 3,227,287	\$ 13,521,668
Investments	499	-	-	-	-	-	-	499
Interest receivable	2,780	-	-	-	-	-	-	2,780
Receivable from other governments	159,423	-	-	-	-	-	-	159,423
Due from other funds	2,264,347	-	-	-	-	-	-	2,264,347
Taxes receivable, net	2,515,738	-	-	-	-	-	-	2,515,738
Court fines receivable, net	237,564	-	-	-	-	-	-	237,564
Other receivables	162,392	42,250	-	250	-	-	-	204,892
Total assets	<u>15,248,400</u>	<u>42,250</u>	<u>8,222</u>	<u>302,717</u>	<u>25,685</u>	<u>52,350</u>	<u>3,227,287</u>	<u>18,906,911</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES								
Liabilities:								
Accounts payable	1,081,132	-	-	83,038	4,447	39,530	82,785	1,290,932
Accrued payroll payable	418,491	-	-	-	-	-	-	418,491
Due to other funds	2,642,412	-	-	-	-	-	-	2,642,412
Due to bondholders	7,021	-	-	-	-	-	-	7,021
Unearned revenue	112,500	-	-	-	-	-	-	112,500
Total liabilities	<u>4,261,556</u>	<u>-</u>	<u>-</u>	<u>83,038</u>	<u>4,447</u>	<u>39,530</u>	<u>82,785</u>	<u>4,471,356</u>
Deferred inflows of resources:								
Unavailable revenue	315,335	-	-	-	-	-	-	315,335
Fund balances:								
Assigned	1,119,037	-	-	-	-	-	-	1,119,037
Unassigned	9,552,472	42,250	8,222	219,679	21,238	12,820	3,144,502	13,001,183
Total fund balances	<u>10,671,509</u>	<u>42,250</u>	<u>8,222</u>	<u>219,679</u>	<u>21,238</u>	<u>12,820</u>	<u>3,144,502</u>	<u>14,120,220</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 15,248,400</u>	<u>\$ 42,250</u>	<u>\$ 8,222</u>	<u>\$ 302,717</u>	<u>\$ 25,685</u>	<u>\$ 52,350</u>	<u>\$ 3,227,287</u>	<u>\$ 18,906,911</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance – General Fund Accounts – Year Ended June 30, 2024

	<u>General Fund</u>	<u>Revolving Oil & Gas</u>	<u>Spay and Neuter</u>	<u>Aquatic Center</u>	<u>Library</u>	<u>Sister Cities</u>	<u>Insurance Recovery</u>	<u>Total General Fund</u>
REVENUES								
Taxes	\$ 21,287,605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,287,605
Intergovernmental	2,848,785	-	-	-	-	-	-	2,848,785
Licenses and permits	879,621	-	-	-	-	-	-	879,621
Charges for services	35,891	-	-	278,307	-	-	-	314,198
Fees and fines	286,814	-	125	-	-	-	-	286,939
Investment earnings	709,703	-	-	-	-	-	-	709,703
Miscellaneous	885,275	-	-	301	-	10,430	-	896,006
Insurance Proceeds	-	-	-	-	-	-	3,509,758	3,509,758
Total revenues	<u>26,933,694</u>	<u>-</u>	<u>125</u>	<u>278,608</u>	<u>-</u>	<u>10,430</u>	<u>3,509,758</u>	<u>30,732,615</u>
EXPENDITURES								
Current:								
General government	5,179,919	-	-	-	-	-	13,800	5,193,719
Engineering	335,391	-	-	-	-	-	-	335,391
Equipment and building maintenance	352,862	-	-	-	-	-	-	352,862
Police	8,989,855	-	-	-	-	-	-	8,989,855
Fire	8,032,367	-	-	-	-	-	-	8,032,367
Municipal court	356,206	-	-	-	-	-	-	356,206
Emergency management	318,818	-	-	-	-	-	10,327	318,818
Streets	1,662,654	-	-	-	-	-	-	1,662,654
Parks and recreation	926,843	-	-	414,102	-	-	-	1,340,945
Culture and recreation	391,316	-	-	-	-	-	-	401,643
E911	802,975	-	-	-	-	-	-	802,975
Cemetery	219,506	-	-	-	-	-	-	219,506
Library	-	-	-	-	63,795	-	-	63,795
Economic development	1,066,193	-	-	-	-	40,431	-	1,106,624
Capital Outlay	11,728	-	-	-	-	-	341,129	352,857
Debt Service:								
Principal	40,944	-	-	-	-	-	-	40,944
Interest and other charges	161	-	-	-	-	-	-	161
Total expenditures	<u>28,687,738</u>	<u>-</u>	<u>-</u>	<u>414,102</u>	<u>63,795</u>	<u>40,431</u>	<u>365,256</u>	<u>29,571,322</u>
Excess (deficiency) of revenues over expenditures	<u>(1,754,044)</u>	<u>-</u>	<u>125</u>	<u>(135,494)</u>	<u>(63,795)</u>	<u>(30,001)</u>	<u>3,144,502</u>	<u>1,161,293</u>
OTHER FINANCING SOURCES (USES)								
Transfers in - interaccount	-	-	-	201,400	85,255	-	-	286,655
Transfers out - interaccount	(286,655)	-	-	-	-	-	-	(286,655)
Transfers in	11,762,505	-	-	-	-	-	-	11,762,505
Transfers out	(6,791,893)	-	-	-	-	-	-	(6,791,893)
Total other financing sources and uses	<u>4,683,957</u>	<u>-</u>	<u>-</u>	<u>201,400</u>	<u>85,255</u>	<u>-</u>	<u>-</u>	<u>4,970,612</u>
Net change in fund balances	2,929,913	-	125	65,906	21,460	(30,001)	3,144,502	6,131,905
Fund balances - beginning	7,741,596	42,250	8,097	153,773	(222)	42,821	-	7,988,315
Fund balances - ending	<u>\$ 10,671,509</u>	<u>\$ 42,250</u>	<u>\$ 8,222</u>	<u>\$ 219,679</u>	<u>\$ 21,238</u>	<u>\$ 12,820</u>	<u>\$ 3,144,502</u>	<u>\$ 14,120,220</u>

**CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024**

Combining Balance Sheet – Nonmajor Governmental Funds - June 30, 2024

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
ASSETS							
Cash and cash equivalents	\$ -	\$ 397,120	\$ 253,486	\$ 598,355	\$ -	\$ -	\$ 371,788
Interest receivable	-	-	69	-	87	87	-
Receivable from other governments	-	-	-	-	-	-	-
Due from other funds	-	-	-	-	-	-	4,843
Taxes receivable, net	-	34,735	49,349	56,102	61,685	61,685	-
Other receivables	50,078	-	-	-	-	-	190,409
Total assets	<u>50,078</u>	<u>431,855</u>	<u>302,904</u>	<u>654,457</u>	<u>61,772</u>	<u>61,772</u>	<u>567,040</u>
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES							
Liabilities:							
Accounts payable and accrued liabilities	50,270	1,852	19,499	28,114	-	-	5,846
Due to other funds	54,074	-	-	-	-	-	167,725
Unearned revenue	-	-	-	-	-	-	176,451
Total liabilities	<u>104,344</u>	<u>1,852</u>	<u>19,499</u>	<u>28,114</u>	<u>-</u>	<u>-</u>	<u>350,022</u>
Deferred inflows of resources:							
Unavailable revenue	-	-	-	-	-	-	-
Fund balances:							
Restricted	-	430,003	283,405	626,343	61,772	61,772	217,018
Unassigned (deficit)	(54,266)	-	-	-	-	-	-
Total fund balances	<u>(54,266)</u>	<u>430,003</u>	<u>283,405</u>	<u>626,343</u>	<u>61,772</u>	<u>61,772</u>	<u>217,018</u>
Total liabilities and fund balances	<u>\$ 50,078</u>	<u>\$ 431,855</u>	<u>\$ 302,904</u>	<u>\$ 654,457</u>	<u>\$ 61,772</u>	<u>\$ 61,772</u>	<u>\$ 567,040</u>

(continued)

	Cemetery Care Fund	HUD	Gifts and Contribution Fund	Emergency Shelter	Tax Increment Financing Fund	Drug Forfeiture Fund	2023 Capital Improvement Fund	Opioid Settlement Fund	Total Other Governmental Funds
ASSETS									
Cash and cash equivalents	\$ 195,448	\$ -	\$ 123,766	\$ 38,318	\$ 1,199,768	\$ 17,704	\$ 1,662,694	\$ 938,574	\$ 5,797,021
Interest receivable	-	-	-	-	-	-	695	-	938
Receivable from other governments	-	145,605	-	-	-	-	-	-	145,605
Due from other funds	-	-	4,023	-	-	-	-	-	8,866
Taxes receivable, net	-	-	-	-	7,715	-	493,485	-	764,756
Other receivables	-	-	-	-	-	-	-	-	240,487
Total assets	<u>195,448</u>	<u>145,605</u>	<u>127,789</u>	<u>38,318</u>	<u>1,207,483</u>	<u>17,704</u>	<u>2,156,874</u>	<u>938,574</u>	<u>6,957,673</u>
LIABILITIES AND FUND BALANCES									
Liabilities:									
Accounts payable and accrued liabilities	-	-	-	1	-	-	-	-	105,582
Due to other funds	-	87,662	-	39,340	-	-	-	-	348,801
Unearned revenue	-	-	-	-	-	-	-	-	176,451
Total liabilities	<u>-</u>	<u>87,662</u>	<u>-</u>	<u>39,341</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>630,834</u>
Deferred inflows of resources:									
Unavailable revenue	-	75,392	-	-	-	-	-	-	75,392
Fund balances:									
Restricted	195,448	-	127,789	-	1,207,483	17,704	2,156,874	938,574	6,324,185
Unassigned (deficit)	-	(17,449)	-	(1,023)	-	-	-	-	(72,738)
Total fund balances	<u>195,448</u>	<u>(17,449)</u>	<u>127,789</u>	<u>(1,023)</u>	<u>1,207,483</u>	<u>17,704</u>	<u>2,156,874</u>	<u>938,574</u>	<u>6,251,447</u>
Total liabilities and fund balances	<u>\$ 195,448</u>	<u>\$ 145,605</u>	<u>\$ 127,789</u>	<u>\$ 38,318</u>	<u>\$ 1,207,483</u>	<u>\$ 17,704</u>	<u>\$ 2,156,874</u>	<u>\$ 938,574</u>	<u>\$ 6,957,673</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – Year Ended June 30, 2024

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
REVENUES							
Taxes	\$ 287,535	\$ 364,035	\$ 379,672	\$ 561,671	\$ 474,590	\$ 474,590	\$ -
Fees and fines	-	-	-	-	-	-	-
	-	-	-	5,100	-	-	174,328
Charges for services	-	-	-	-	-	-	-
Investment earnings	-	-	511	713	605	605	-
Miscellaneous	6,361	-	-	19,432	-	-	29,769
Total revenues	<u>293,896</u>	<u>364,035</u>	<u>380,183</u>	<u>586,916</u>	<u>475,195</u>	<u>475,195</u>	<u>204,097</u>
EXPENDITURES							
Current:							
General government	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-
Streets	548,685	-	-	-	-	-	-
E-911	-	200,377	-	-	-	-	-
Economic development	-	-	378,904	567,442	-	-	288,774
Capital Outlay	-	50,917	-	-	-	-	-
Total Expenditures	<u>548,685</u>	<u>251,294</u>	<u>378,904</u>	<u>567,442</u>	<u>-</u>	<u>-</u>	<u>288,774</u>
Excess (deficiency) of revenues over expenditures	<u>(254,789)</u>	<u>112,741</u>	<u>1,279</u>	<u>19,474</u>	<u>475,195</u>	<u>475,195</u>	<u>(84,677)</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	217,000	-	-	1,869	-	-	566
Transfers out	-	-	-	-	(485,969)	(485,969)	-
Total other financing sources and uses	<u>217,000</u>	<u>-</u>	<u>-</u>	<u>1,869</u>	<u>(485,969)</u>	<u>(485,969)</u>	<u>566</u>
Net change in fund balances	(37,789)	112,741	1,279	21,343	(10,774)	(10,774)	(84,111)
Fund balances - beginning	(16,477)	317,262	282,126	605,000	72,546	72,546	301,129
Fund balances - ending	<u>\$ (54,266)</u>	<u>\$ 430,003</u>	<u>\$ 283,405</u>	<u>\$ 626,343</u>	<u>\$ 61,772</u>	<u>\$ 61,772</u>	<u>\$ 217,018</u>

(continued)

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – Year Ended June 30, 2024 (Continued)

	Cemetery Care Fund	HUD	Gifts and Contribution Fund	Emergency Shelter	Tax Increment Financing Fund	Drug Forfeiture Fund	2023 Capital Improvement Fund	Opioid Settlement Fund	Total Other Governmental Funds
REVENUES									
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 287,509	\$ -	\$ 4,376,347	\$ -	\$ 7,205,949
Fees and fines	-	-	-	-	-	2,113	-	-	2,113
Intergovernmental	-	72,004	-	7,656	-	-	-	-	259,088
Charges for services	2,975	-	-	-	-	-	-	-	2,975
Investment earnings	-	-	-	-	-	-	5,588	-	8,022
Miscellaneous	3,867	-	12,167	264	-	-	-	851,002	922,862
Total revenues	<u>6,842</u>	<u>72,004</u>	<u>12,167</u>	<u>7,920</u>	<u>287,509</u>	<u>2,113</u>	<u>4,381,935</u>	<u>851,002</u>	<u>8,401,009</u>
EXPENDITURES									
Current:									
General government	-	85,192	-	673	10,305	-	-	-	96,170
Fire	-	-	755	-	-	-	-	-	755
Streets	-	-	-	-	-	-	-	-	548,685
Animal Control/E911	-	-	-	-	-	-	-	-	200,377
Economic development	-	-	-	-	-	-	-	-	1,235,120
Capital Outlay	-	-	27,600	-	-	-	-	-	78,517
Total Expenditures	<u>-</u>	<u>85,192</u>	<u>28,355</u>	<u>673</u>	<u>10,305</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,159,624</u>
Excess (deficiency) of revenues over expenditures	<u>6,842</u>	<u>(13,188)</u>	<u>(16,188)</u>	<u>7,247</u>	<u>277,204</u>	<u>2,113</u>	<u>4,381,935</u>	<u>851,002</u>	<u>6,241,385</u>
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	1,163,458	-	1,382,893
Transfers out	-	-	-	-	-	-	(3,672,115)	-	(4,644,053)
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,508,657)</u>	<u>-</u>	<u>(3,261,160)</u>
Net change in fund balances	6,842	(13,188)	(16,188)	7,247	277,204	2,113	1,873,278	851,002	2,980,225
Fund balances - beginning	188,606	(4,261)	143,977	(8,270)	930,279	15,591	283,596	87,572	3,271,222
Fund balances - ending	<u>\$ 195,448</u>	<u>\$ (17,449)</u>	<u>\$ 127,789</u>	<u>\$ (1,023)</u>	<u>\$ 1,207,483</u>	<u>\$ 17,704</u>	<u>\$ 2,156,874</u>	<u>\$ 938,574</u>	<u>\$ 6,251,447</u>

CITY OF SHAWNEE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2024

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF SHAWNEE, OKLAHOMA
SINGLE AUDIT REPORTS
AND SUPPLEMENTARY SCHEDULES

June 30, 2024

City of Shawnee, Oklahoma

June 30, 2024

PAGE

SINGLE AUDIT REPORTS AND SUPPLEMENTARY SCHEDULES:

**Reports related to financial statements of the reporting entity.
Required by GAO *Government Auditing Standards*:**

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1
---	---

Reports related to Federal Assistance Programs Required by the Uniform Guidance:

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3
Schedule of Expenditures of Federal Awards	6
Notes to the Schedule of Expenditures of Federal Awards	8
Schedule of Findings and Questioned Costs	9
Summary Schedule of Prior Audit Findings and Questioned Costs	12

INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Shawnee, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of City of Shawnee, Oklahoma (the “City”), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements and have issued our report thereon dated December 8, 2025. Our report contains an adverse opinion on the aggregate discretely presented component units opinion unit due to the omission of a required component unit, as described in our report and includes a reference to other auditors who audited the financial statements of Oklahoma Baptist University Authority (OBUA) as described in our report on the City’s financial statements. This report does not include the results of the other auditors’ testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors. Our report also includes an emphasis-of-matter paragraph describing a prior period adjustment for inclusion of a component unit in Note 9 to the financial statements.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2024-001 and 2024-002 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, and which are described in the accompanying schedule of findings and questioned costs as item 2024-003.

City of Shawnee's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Arledge & Associates PC

Oklahoma City, Oklahoma
December 8, 2025



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE; AND
REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Mayor and Members of the City Council
City of Shawnee, Oklahoma

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited City of Shawnee, Oklahoma (the "City") compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2024. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements*, Cost Principles, and *Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance which is required to be reported in accordance with the Uniform Guidance, and which is described in the accompanying schedule of findings and questioned costs as item 2024-001. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on City's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2024-001 and 2024-002 to be material weaknesses.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.



Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 8, 2025, which contained adverse and unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Arlidge & Associates PC

Oklahoma City, Oklahoma
December 8, 2025



**City of Shawnee - FY24
Schedule of Expenditures of Federal Awards By Grant
For the Year Ended June 30, 2024**

Award Information	AL/other #	Pass-Through Entity Name	Grant Award #	Federal Expenditures (\$)
CDBG - Entitlement Grants-Cluster				
Department of Housing and Urban Development				
Community Development Block Grants/Entitlement Grants				
Community Development Block Grants/Entitlement Grants	14.218		B-20-MW-40-007	\$ 567
Community Development Block Grants/Entitlement Grants	14.218		B-23-MC-40-007	173,762
<i>Total Community Development Block Grants/Entitlement Grants</i>				174,329
<i>Total Department of Housing and Urban Development</i>				
Total CDBG - Entitlement Grants-Cluster				
Highway Safty Cluster				
Department of Transportation				
State and Community Highway Safety				
State and Community Highway Safety	20.600		PT23-03-33-17	7,872
State and Community Highway Safety	20.600		PT-24-03-40-18	45,578
<i>Total State and Community Highway Safty</i>				53,450
<i>Total Department of Transportation</i>				
Total Highway Safty Cluster				
Other Programs				
Department of Housing and Urban Development				
Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii				
Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii	14.228	Oklahoma Department of Commerce	B-20-DW-40-001/18222-001-CDBG-COVID	145,605
<i>Total Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii</i>				145,605
Emergency Solutions Grants Program				
Emergency Solutions Grant Program	14.231	Oklahoma Department of Commerce	18475 ESGCR 20	7,656
<i>Total Emergency Solutions Grants Program</i>				7,656
<i>Total Department of Housing and Urban Development</i>				
Department of Justice				
Bulletproof Vest Partnership Program				
Bulletproof Vest Partnership Program	16.607			4,050
<i>Total Bulletproof Vest Partnership Program</i>				4,050
Public Safety Partnership and Community Policy Grants				
Public Safety Partnership and Community Policing Grants	16.710	Oklahoma Bureau of Narcotics	2020-UM-WX-0338	49,953
Public Safety Partnership and Community Policing Grants	16.710	Oklahoma Bureau of Narcotics	15JCOPS-22-GG-04068-PPSE	217,686
<i>Total Public Safty Partnership and Community Policy Grants</i>				267,639
Edward Byrnes Memorial Justice Assistance Grant Program				
Edward Byrnes Memorial Justice Assistance Grant Program	16.738		15PBJA-23-GG-03691-JAGX	16,033
<i>Total Edward Byrnes Memorial Justice Assistance Grant Program</i>				16,033
<i>Total Department of Justice</i>				
Department of Transportation				
Airport Improvement Program				
Airport Improvement Program	20.106		3-40-0088-025-2023-2024	478,444
<i>Total Airport Improvement Program</i>				478,444
<i>Total Department of Transportation</i>				
Department of the Treasury				
Coronavirus State and Local Fiscal Recovery Funds				
American Rescue Plan Act	21.027			5,338,555
American Rescue Plan Act (competitive grant)	21.027	Oklahoma Water Resources Board	ARP-23-0092-G	777,695
American Rescue Plan Act (direct allocation grant)	21.027	Oklahoma Water Resources Board	ARP-23-0015-DPG	3,493,347
<i>Total Coronavirus State and Local Fiscal Recovery Funds</i>				9,609,597
<i>Total Department of the Treasury</i>				
Environmental Protection Agency				
Capitalization Grants for Clean Water State Revolving Funds				
Clean Water State Revolving Fund - Grant	66.458	Oklahoma Water Resources Board	ORF-20-0018-CWB	8,358,975
Clean Water State Revolving Fund - BIL	66.458	Oklahoma Water Resources Board	ORF-20-0018-CWB	14,379,000
<i>Total Capitalization Grants for Clean Water State Revolving Funds</i>				22,737,975
<i>Total Environmental Protection Agency</i>				
Department of Health and Human Services				

**City of Shawnee - FY24
Schedule of Expenditures of Federal Awards By Grant
For the Year Ended June 30, 2024**

Award Information	AL/other #	Pass-Through Entity Name	Grant Award #	Federal Expenditures (\$)
Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services				
Special programs for the aging	93.043	Central Oklahoma Economic Development District	Senior Fitness Program - III-D FY24	16,533
Special programs for the aging	93.043	Central Oklahoma Economic Development District	Senior Fitness Program - ARP FY23	9,270
<i>Total Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services</i>				<u>25,803</u>
<i>Total Department of Health and Human Services</i>				<u>25,803</u>
Department of Homeland Security Federal Emergency Management Agency FEMA Assistance to Firefighters Grant	97.083		EMW-2022-FG-08863	111,447
Total Federal Emergency Management Agency				<u>111,447</u>
Disaster Grants-Public Assistance (Presidentially Declared Disasters)				
Disaster Grants-Public Assistance (Presidentially Declared Disasters)	97.036	Oklahoma Department of Emergency Management	4706	3,252,470
<i>Total Disaster Grants-Public Assistance (Presidentially Declared Disasters)</i>				<u>3,252,470</u>
National Dam Safety Program				
High Hazard Potential Dams Grant 2020	97.041	Oklahoma Water Resources Board	EMW-2021-GR-00165	22,100
High Hazard Potential Dams Grant 2021	97.041	Oklahoma Water Resources Board	EMW-2020-GR-00186	99,515
<i>Total National Dam Safety Program</i>				<u>121,615</u>
Emergency Management Performance Grant				
Emergency Management Performance Grant	97.042	Oklahoma Department of Emergency Management	2022	7,500
Emergency Management Performance Grant	97.042	Oklahoma Department of Emergency Management	EMT-2023-EP-00005	15,800
<i>Total Emergency Management Performance Grant</i>				<u>23,300</u>
<i>Total Department of Homeland Security</i>				<u>3,508,832</u>
Total Other Programs				<u>36,801,634</u>
Total Federal Expenditures				<u><u>\$ 37,029,413</u></u>

The accompanying notes are an integral part of this schedule

CITY OF SHAWNEE, OKLAHOMA

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2024

NOTE A—BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (SEFA) includes the federal award activity of the City under programs of the federal government for the year ended June 30, 2024. The information in this SEFA is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a selected portion of the operations of City, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the City.

NOTE B—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the SEFA are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts, if any, shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The expenditures are recorded upon the disbursement of funds that meet federal award requirements.

NOTE C – INDIRECT COST RATE

The City does not have an indirect cost rate and had no indirect cost charged to the federal grants during the year ended June 30, 2024. The City has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE D—SUBRECIPIENTS

During the year ended June 30, 2024, the City did not provide federal awards to subrecipients.

NOTE E—SUBSEQUENT EVENTS

The City has evaluated the effects of all subsequent events from the date the SEFA was available to be issued, for potential recognition or disclosure in this SEFA. The City is not aware of any subsequent events which would require recognition or disclosure in the SEFA.

CITY OF SHAWNEE, OKLAHOMA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2024

Section I--Summary of Auditor's Results

Financial statements

Type of auditor's report issued on whether the financial statements were in accordance with GAAP:

Adverse and Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported

Noncompliance material to financial statements noted? yes no

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported.

Type of auditor's report issued on compliance for major federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? yes no

Identification of major federal programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Program or Cluster</u>
21.027	Coronavirus State and Local Fiscal Recovery Funds
66.458	Capitalization Grants for Clean Water State Revolving Funds
97.036	Disaster Grants – Public Assistance (Presidentially Declared Disasters)

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? yes no

CITY OF SHAWNEE, OKLAHOMA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2024

Section II--Findings Required to be Reported in Accordance with *Government Auditing Standards* and Uniform Guidance:

A. Internal Control Findings

2024-001 Omission of Required Component Unit Due to Lack of Audit

Criteria: Generally accepted accounting principles (GAAP) require that all component units meeting the criteria for inclusion in the reporting entity be included in the financial statements of the primary government.

Condition: Shawnee Civic & Cultural Development Authority (SCCDA), a discretely presented component unit (CU), was not included in the City's financial statements for the year ended June 30, 2024, because the CU did not complete its financial statement audit and subsequently intent to dissolve. As a result, the City was unable to obtain audited financial information for this CU, and the financial statements do not include its financial position or results of operations.

Cause: The CU did not complete its audit prior to dissolution, and there were no responsible parties available to provide the necessary financial information.

Effect: The omission of the required CU constitutes a material departure from GAAP and resulted in an adverse opinion on the aggregate discretely presented component units opinion unit in the City's audited financial statements.

Recommendation: The City should establish procedures to ensure timely completion of audits for all component units and to obtain necessary financial information prior to dissolution or other events that may impact on the availability of such information.

2024-002 Late Inclusion of Component Unit and Prior Period Adjustment

Criteria: GAAP requires that all component units meeting the criteria for inclusion in the reporting entity be included in the financial statements of the primary government in the period in which the criteria are met.

Condition: During the year ended June 30, 2024, management identified a component unit that met the criteria for inclusion in prior periods but had not been previously included in the City's financial statements. As a result, a prior period adjustment was recorded in the current year to include the component unit's financial information.

Cause: The City's procedures for evaluating and identifying component units were not sufficient to ensure all required entities were included in the reporting entity in a timely manner.

Effect: The omission of the component unit in prior periods resulted in incomplete financial reporting and required a prior period adjustment to correct the reporting entity's financial statements.

Recommendation: The City should strengthen its procedures for evaluating potential component units to ensure all entities meeting the criteria for inclusion are identified and reported in the appropriate period.

CITY OF SHAWNEE, OKLAHOMA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2024

B. Compliance Findings

2024-003 – Filing with the State Auditor and Federal Audit Clearinghouse (Repeat)

Criteria: In order to comply with filing of reports with the Oklahoma State Auditor and Inspector (State Auditor), management needs to appropriately monitor the timing of the submission of the filing of the audit report within six months after the end of the fiscal year. Additionally, the Federal Audit Clearinghouse (FAC) submission should occur earlier of nine months subsequent to year end or 30 days from report issuance.

Condition: The City did not submit its audit report to the State Auditor prior to the deadline of six months after the end of the fiscal year ending June 30, 2024. Additionally, the City did not submit its audit report to the FAC within nine months from year ending June 30, 2024.

Cause and Effect: A change in key personnel over the City’s financial reporting resulted in delayed financial reporting close out of fiscal year 2024. As a result, the City was not in compliance with its required deadline to provide the State Auditor and the FAC with its issued audit report within the established deadlines.

Recommendation: We recommend the internal controls for reporting with the State Auditor and FAC be reviewed to ensure that future filings are completed within the established deadlines.

Management Response: Management recognizes the need to submit its single audit reports to the State Auditor and FAC in accordance with the required deadlines in order to remain compliant with requirements. Management will make an effort to correct their timeliness and file within the appropriate deadlines going forward.

Section III-Findings Required to be Reported in Accordance with the Uniform Guidance:

A. Internal Control

There are no findings requiring reporting under this section.

B. Compliance Findings

See finding 2024-003 above.

CITY OF SHAWNEE, OKLAHOMA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS AND QUESTIONED COSTS

June 30, 2024

Section II-Findings Required to be Reported in Accordance with *Government Auditing Standards*:

A. Internal Control Findings

No findings to report under this section.

B. Compliance Findings

Finding Reference	Finding Summary	Status	Corrective Action/Explanation
2023-001	Filing with the State Auditor and Federal Audit Clearinghouse Criteria: Timely submission of audit reports to the Oklahoma State Auditor and Inspector (within six months of fiscal year-end) and to the Federal Audit Clearinghouse (within nine months of fiscal year-end or 30 days from report issuance). Condition: The City did not submit its audit report to the State Auditor or the FAC within the required deadlines for the year ended June 30, 2023. Cause and Effect: Change in key personnel and a natural disaster delayed the financial reporting closeout, resulting in noncompliance with required deadlines.	Not Corrected	The City did not submit its audit reports within the required deadlines for the year ended June 30, 2024. The finding is repeated as current year finding 2024-003.

Section III-Findings Required to be Reported in Accordance with the Uniform Guidance:

A. Internal Control

No findings to report under this section.

B. Compliance Findings

See finding 2023-001 above.

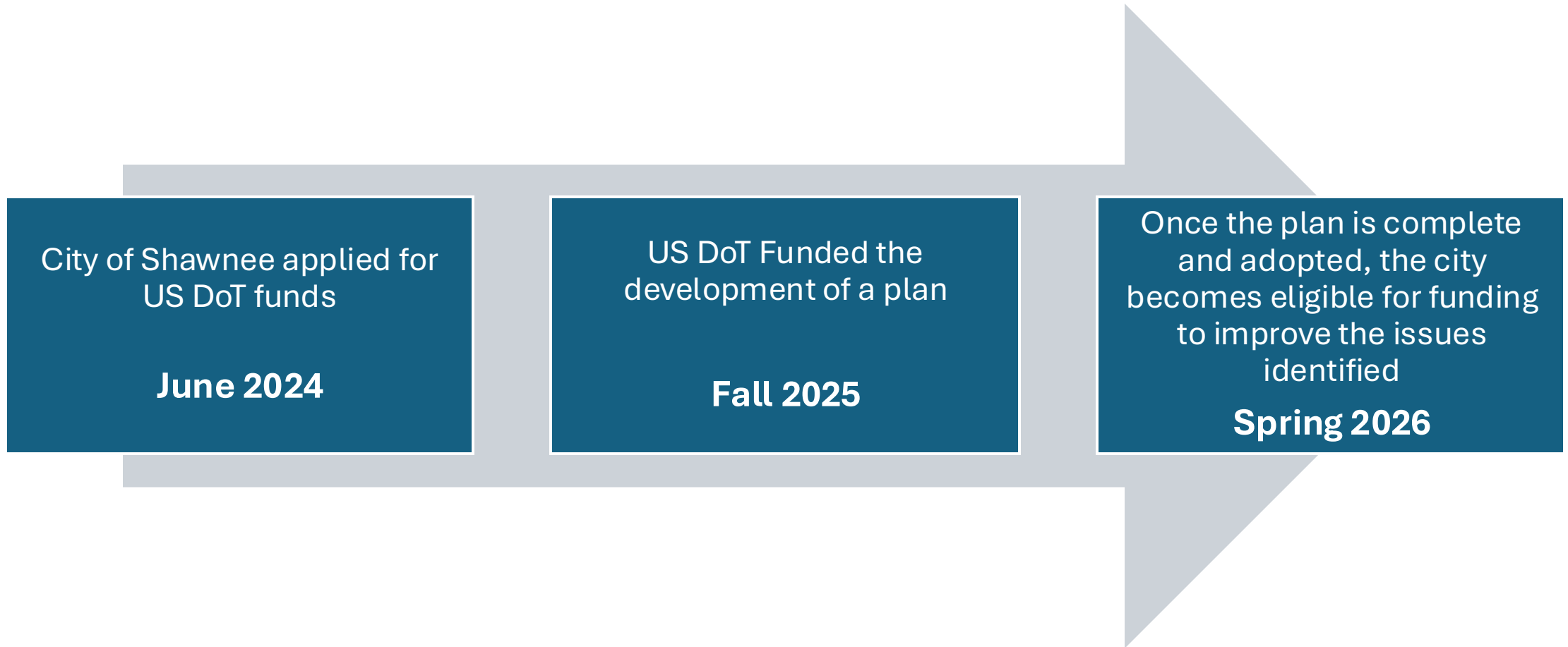


Shawnee SS4A Action Plan

Shawnee Rotary

Check In: 11/23/2025

Safe Streets for All

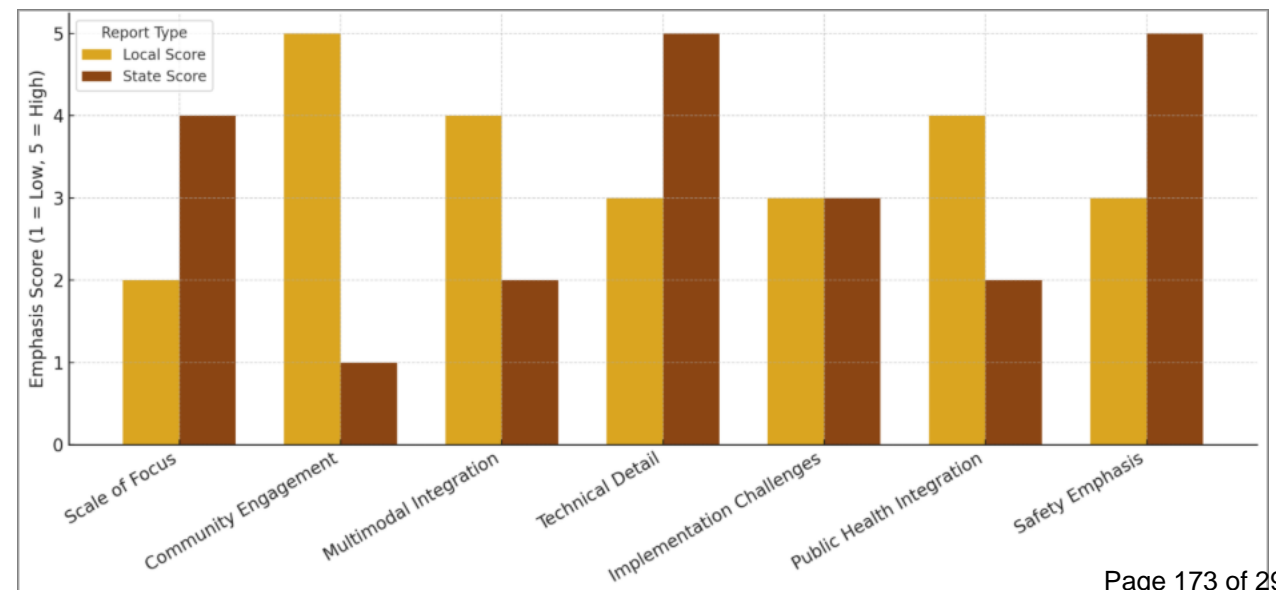
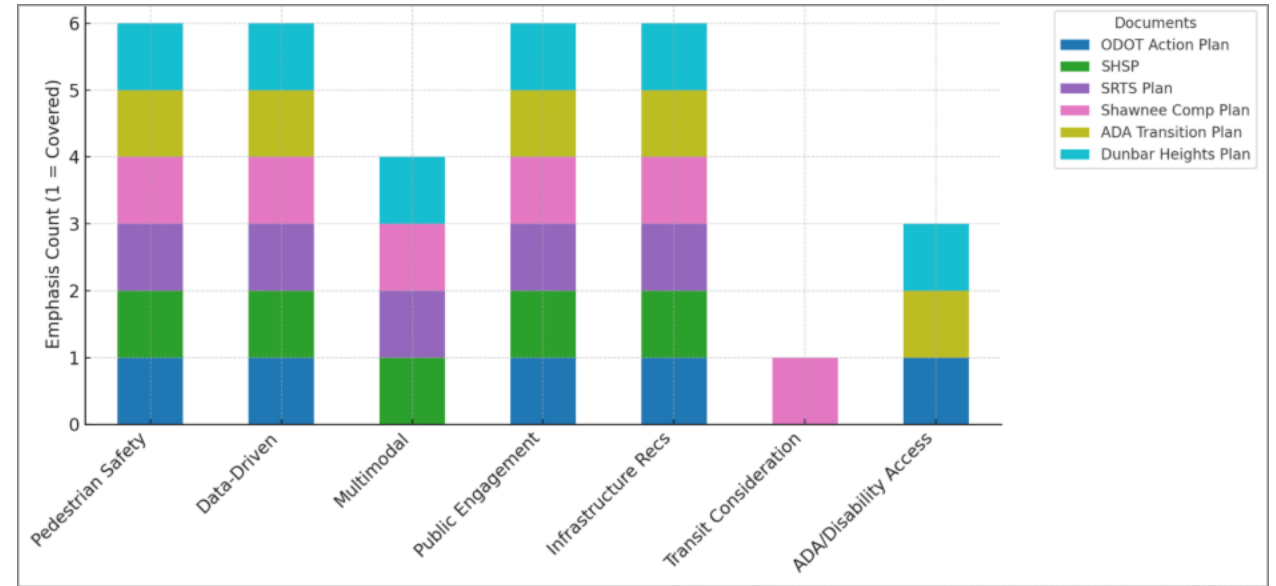


General Flow



Existing Transportation Plans

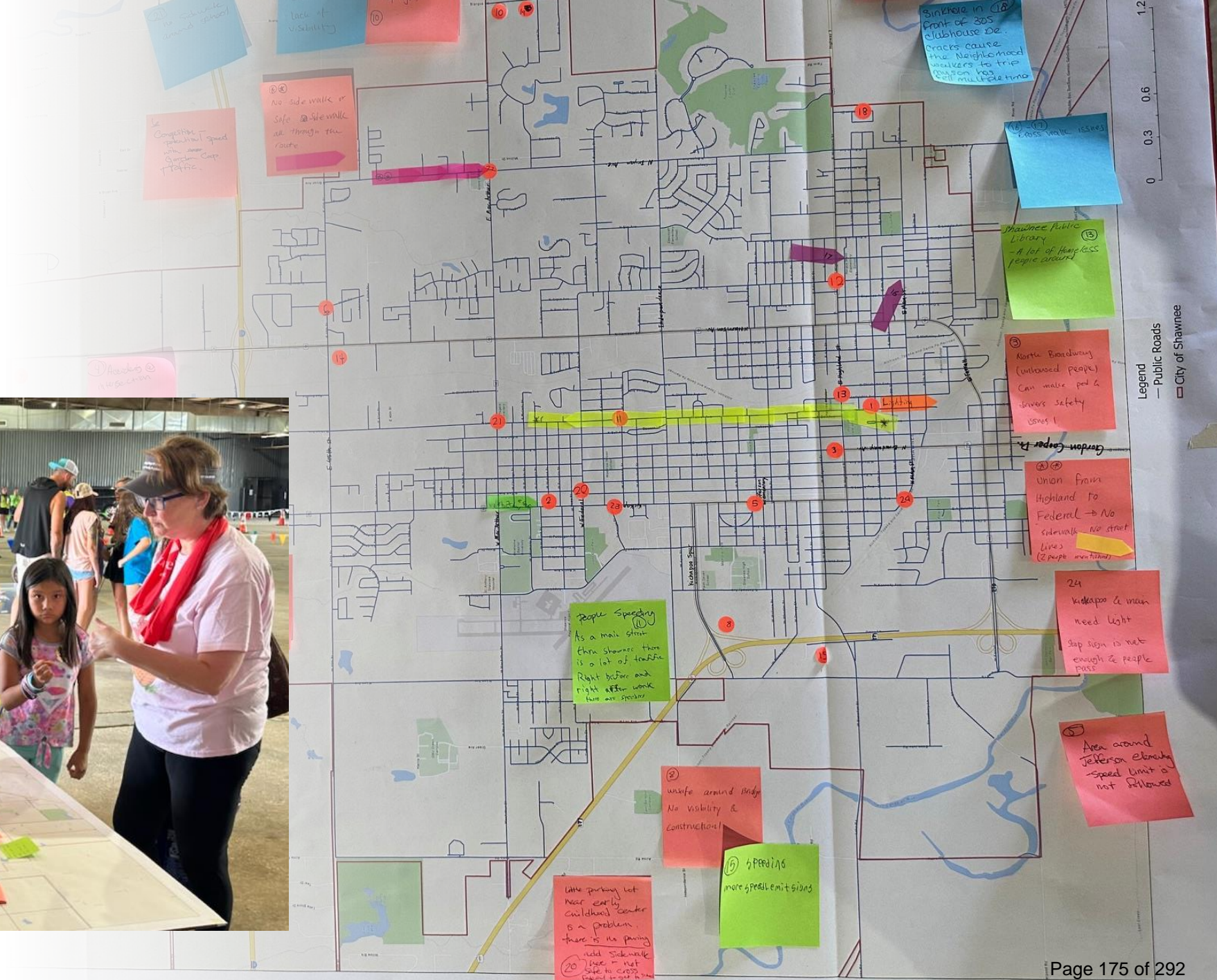
	Document Name	Prepared By	Year Released	Level
1	Oklahoma DOT Action Plan	Oklahoma Department of Transportation (ODOT) in collaboration with FHWA	2018	State
2	Strategic Highway Safety Plan (SHSP)	Oklahoma Department of Transportation (ODOT) and safety partners	2023	State
3	Pottawatomie County Safe Routes to School Plan	Blue Zones Project - Pottawatomie County	2019	County
4	Shawnee Comprehensive Plan	City of Shawnee with RDG Planning & Design	2019	City
5	Shawnee ADA Transition Plan Framework	City of Shawnee	2023	City
6	Dunbar Heights Neighborhood Action Plan	City of Shawnee with Dunbar Heights Community Group	2007	City



Community Engagement Plan

	Deliverable	Target Date
<input checked="" type="checkbox"/>	Website launch (with survey, data info)	By July 25, 2025
<input checked="" type="checkbox"/>	Draft survey tool & engagement materials	By July 25, 2025
<input checked="" type="checkbox"/>	Finalize event dates and reserve venues	By August 2, 2025
<input checked="" type="checkbox"/>	Begin data collection at first event	August 23, 2025
<input checked="" type="checkbox"/>	Cops and Kids	August 23, 2025
<input checked="" type="checkbox"/>	Pedal Palooza	September 30, 2025
<input checked="" type="checkbox"/>	City's Event: Fall Festival	November 1, 2025
<input checked="" type="checkbox"/>	Mabee-Gerrer Museum: Mummy Day	November 15, 2025
<input checked="" type="checkbox"/>	Shawnee Rotary Club Presentation	December 1, 2025
<input checked="" type="checkbox"/>	All community events/ survey completed	By December 13, 2025
	Draft Safety Action Plan completed	By February 1, 2026
	Final Plan submitted to USDOT	By March 15, 2026

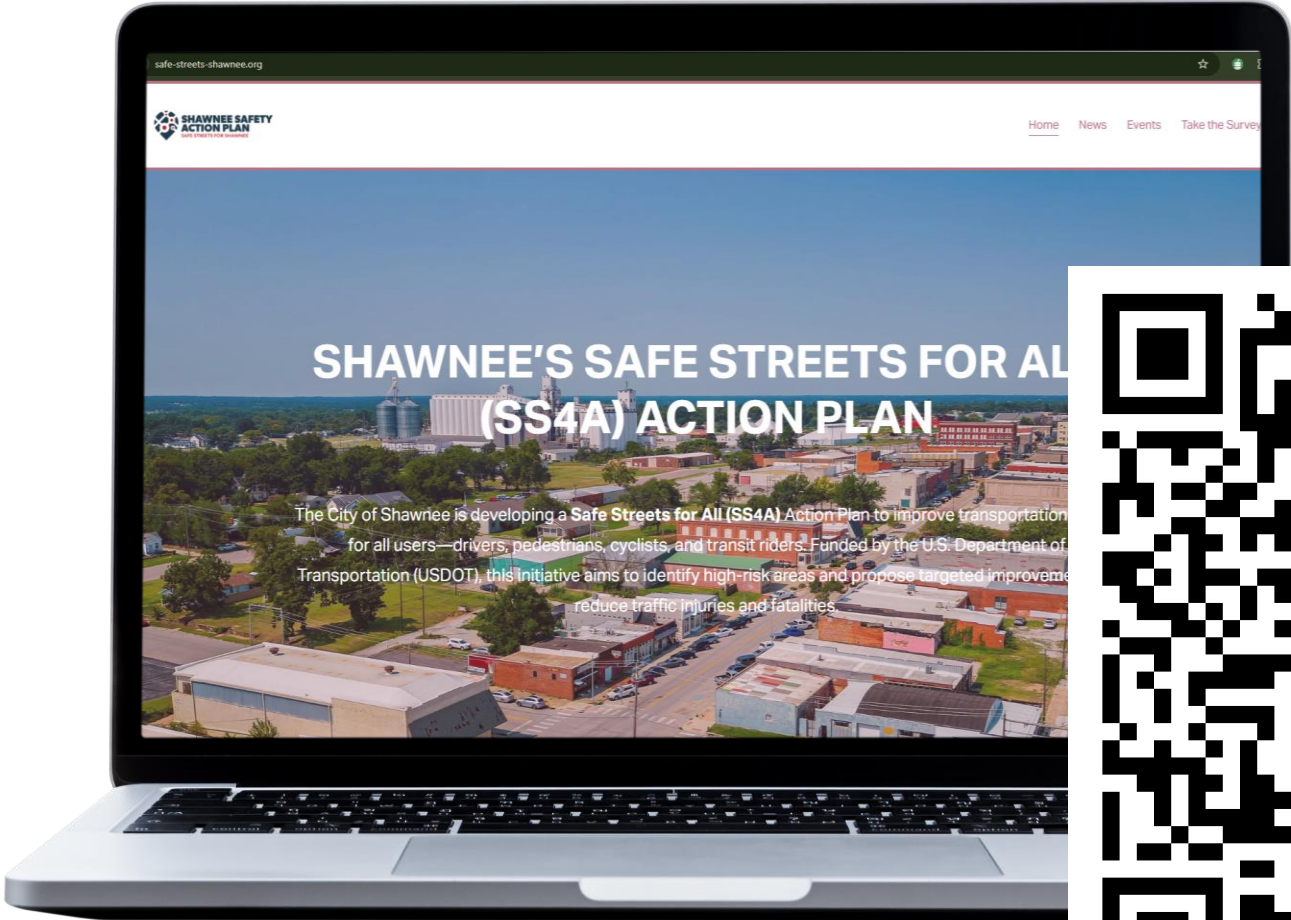
Events Recap



Responses So far

	Cops N Kids (9/23)	Pedal Palooza (9/30)	Fall Festival (11/1)	Mummy Day (11/8)
Locations	24 locations highlighted	2 general comments; 9 specific Locations identified	10-15 general comments; 45-50 specific locations identified	5-10 general comments; 30-35 specific locations identified
Number of people responded at the event and highlighted locations	~30 people	~11 people	~200 people	~50+ people
Survey Respondents	40 respondents to the survey	12 respondents	1 respondent to the survey	6 respondents to the survey

Website Walk Through



<https://www.safe-streets-shawnee.org/>

Complete Survey

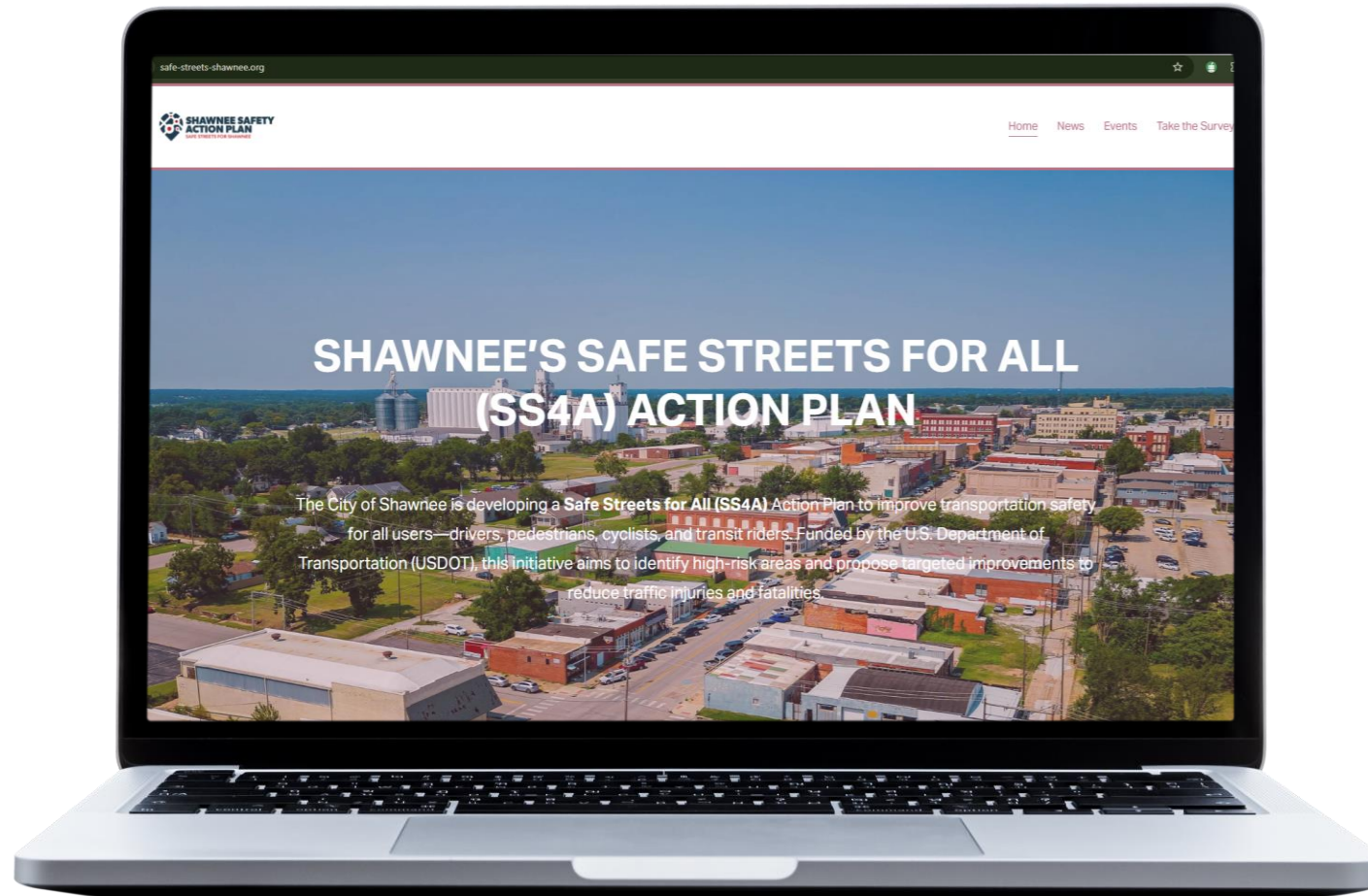
96 Surveys
Completed

260
Locations
Identified

General Flow



What happens next?



<https://www.safe-streets-shawnee.org/>

Halley-Reeves@ou.edu



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

Date: December 15, 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 316 North Kimberly Avenue from R-1 (Low Density Residential District) to R-3 (High Density Residential District).
Case No. RZ05-25 | Applicant: Ethan Acock, Acock Properties LLC

Background: The property addressed as 316 N Kimberly Ave is located on the west side of North Kimberly Street, between East 10th and East 11th Street, a few blocks west of North Bryan Ave and a few blocks south of East Highland Street.. It is currently zoned R-1 (Low Density Residential) with similar zoning surrounding it on all sides. The owner and applicant are requesting a rezoning to R-3 (High Density Residential) to develop multifamily housing.

Discussion

The Comprehensive Plan Future Land Use Map, created with the Comprehensive Plan in 2019, projects desired uses based on demographic and economic patterns. The Future Land Use Map projects Low Density Residential uses for the area. The desired zoning district, R-3 (High Density Residential), is designed for multifamily uses serving as a transition between medium-density residential development and commercial nodes. This district encourages multifamily uses, represents the character and intent of the high density residential future land use category, and promotes development of the "missing middle housing" concept.

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 not present nearby.

- The current zoning extends to the north, south, east, and west of the subject property.
- The request does not comply with the Future Land Use Map.
- Duplexes and Triplexes are allowed by right in the current zoning district.
- Notification of Public Hearing was served.
- No written objections have been submitted to Staff.
- Planning Commission recommended Denial with a vote of 5-2-0.

Options:

- Overturn the Planning Commission's recommendation and Approve Case No. RZ05-25 to rezone from R-1 (Low Density Residential) to R-3 (High Density Residential) as requested by the applicant.
- Accept Planning Commission's recommendation and Deny of the application for RZ05-25 to rezone the subject property.
- Approve With Conditions, noting what specific conditions must be met by the applicant.
- Defer the request to a certain date for additional and specific information.

Financial Impact: None

Attachments: RZ05-25 PC to CC Record of Action, 28611031-316 N Kimberly Rezone Application, 10.27.25 Correspondence

Staff Recommendation: Staff recommends denial of the request due to it being considered spot zoning. Planning Commission recommended Denial with a vote of 5-2-0.

RECORD OF ACTION

DATE: December 8, 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: RZ05-25

REQUEST: Public hearing and Consideration of a request to rezone the property addressed as 316 North Kimberly Avenue from R-1 (Low Density Residential District) to R-3 (High Density Residential District).

Applicant: Ethan Acock, Acock Properties LLC

Subject Property Address: 316 N Kimberly Ave

Legal Description: OAK PARK BLK 9 LOTS 7 THRU 11

Current Zoning: R-1 (Low Density Residential) **Requested Zoning:** R-3 (High Density Residential)

Staff Recommendation: Denial on account of being considered spot zoning.

=====

Planning Commission Meeting Date: December 3, 2025

PC Recommendation: Denial.

Conditions: N/A

Vote: 5 -- 2 -- 0

Members Present: 7

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

Diana Hood

From: Ethan Acock <ethan.acock@gmail.com>
Sent: Monday, October 27, 2025 10:12 AM
To: Diana Hood
Subject: [EXTERNAL EMAIL]Re: Permit # 20251146 - ACOCK PROPERTIES, LLC

"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."

Diana,

I would like to change the zoning to R3. I'm sorry for the confusion. Do I need to update my paperwork or are you able to update it on your end?

Thanks,
Ethan Acock

On Oct 27, 2025, at 9:56 AM, Shawnee OK <wo@iworq.net> wrote:

There are some comments and concerns regarding your rezoning request. Please see below.



Permit #: 20251146

Permit Date: 10/06/25

Permit Type:

Permit Type: PC - Zoning Change

Residential/Commercial: Residential

Applicant Name: ACOCK PROPERTIES, LLC

Applicant Address: 1815 N KICKAPOO AVE

City, State, Zip: SHAWNEE, OK 74804

Phone Number: 405.694.6075

Email Address: ethan.acock@gmail.com

Description: RE-ZONE

Project Description: R1 TO R2

Project Cost: 0

Square Feet: 0

Net Increase Square Feet: 0

Flood Plain Property Encroachment:

Flood Plain Permit Required:

Issued Date:

Expiration Date:

Completion Date:

Mailing Number:

Status: Pending

Assigned To: Diana Hood

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
2010-00-009-007-0-000-00	316 N KIMBERLY AVE	OAK PARK BLK 9 LOTS 7 THRU 11	ACOCK PROPERTIES LLC		R1

Plan Reviews

Date	Review Type	Description	Assigned To	Review Status
10/06/2025	Building	1. Please clarify if the desired zoning is R-2 or R-3, as both are listed on the application. 2. Rezoning to anything other than R-1 would be considered spot zoning. If the desire is for multi-family housing, a Conditional Use Permit for a Triplex or Fourplex would be more appropriate.	Diana Hood	Failed

Uploaded Files

Date	File Name
10/06/2025	28611031-316 N Kimberly Rezone Application.pdf
10/06/2025	28611033-SP-Search Package OWNERSHIP LIST.pdf
10/06/2025	28611030-316 N Kimberly Deed.pdf

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: OAK PARK BLOCK 9 LOTS 7 THRU 11.

FROM ZONING CLASSIFICATION R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-3 (HIGH DENSITY RESIDENTIAL DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma, on the 15th day of December, 2025, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1 (Low Density Residential 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: OAK PARK BLK 9 LOTS 7 THRU 11; FROM ZONING CLASSIFICATION R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-3 (HIGH DENSITY RESIDENTIAL DISTRICT), AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 15th day of December, 2025.

(SEAL)
ATTEST:

ERIC STEPHENS, MAYOR

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this 15th day of December, 2025.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

RZ05-25
316 N Kimberly Ave



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

Date: December 15, 2025
To: Board of City Commissioners
From: Petya Stefanoff, Interim Community Development Director
Subject: Public hearing for a request to rezone a portion of the property addressed as 3901 North Kickapoo Street from R-3 (High Density Residential District) to C-2 (Regional Commercial District).
Case No. RZ06-25 | Applicant: Paul Bass & Landes Engineering

Background: The property addressed as 3901 N Kickapoo Street is located at the northeast corner of the intersection of West 39th Street and North Kickapoo Street. The property is currently zoned R-3 (High Density Residential) with similar zoning to the east, C-2 (Regional Commercial) to the north, south, and west, with some C-1 (Local Commercial) zoning to the northwest. This map shows the outline of two buildings, however that is no longer accurate since those buildings were destroyed in the 2023 Tornado. The owner and applicant want to separate the outlined section from the rest of the property and rebuild those structures with the intent to sell them to interested businesses.

The owner and applicant have submitted a Preliminary and Final Replat for this area, which is anticipated to proceed to Planning Commission and City Commission next month. The desired zoning of C-2 is present on multiple fronts near the property.

Discussion

The Comprehensive Plan Future Land Use Map, created with the Comprehensive Plan in 2019, projects desired uses based on demographic and economic patterns. The Future Land Use Map projects High Intensity Commercial uses for this piece of property along North Kickapoo Street. The desired zoning district, C-2 (Regional Commercial), is designed for medium- to large-scale development of retail, service, entertainment, office, necessary for a regional market. This district primarily facilitates commercial development, like big box and anchor retailers and intensive shopping strip centers, that are automobile-oriented and generate high traffic counts. This district represents the character and intent of the high intensity commercial future land use category.

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 located nearby to the north, south, and west, with the current R-3 zoning extending to the east.
- \The request complies with the Future Land Use Map.
- Access to adequate utilities is present.
- Notification of Public Hearing was served.
- Staff received no written objections.
- Planning Commission recommended approval with a vote of 7-0-0.

Options:

- Accept the Planning Commission's recommendation and Approve Case No. RZ06-25 to rezone from R-3 (High Density Residential) to C-2 (Regional Commercial) as requested by the applicant.
- Overturn the Planning Commission's recommendation and Deny the request.
- Recommend Approval With Conditions, noting what specific conditions must be met by the applicant.
- Defer the request to a certain date for additional and specific information.

Financial Impact: None

Attachments: RZ06-25 PC to CC Record of Action, 28612686-rezoning prelim and final plat application, 29341364-Northcreek Manor Legal Descriptions

Staff Recommendation: Staff recommends approval as presented. Planning Commission recommended approval with a vote of 7-0-0.

RECORD OF ACTION

DATE: December 8, 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: RZ06-25

REQUEST: Public hearing and Consideration of a request to rezone a portion of the property addressed as 3901 North Kickapoo Street from R-3 (High Density Residential District) to C-2 (Regional Commercial District).

Applicant: Paul Bass & Landes Engineering

Subject Property Address: 3901 N Kickapoo St

Legal Description: A tract of land being a part of Lots One (1) Thru Five (5), and Lots Fourteen (14) Thru Twenty-three (23), and common areas, all in Block One (1), NORTHCREEK MANOR, according to the recorded plat thereof, more particularly described as: Commencing at the Southwest Corner of the Northwest Quarter (SW/C-NW/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Shawnee, Pottawatomie County, Oklahoma; Thence S89°57'12"E a distance of 50.00 feet, to the Southwest Corner (SW/C) of said NORTHCREEK MANOR; Thence N00°01'30"E along the West Line of said NORTHCREEK MANOR a distance of 40.00 feet to the Point of Beginning; Thence continuing N00°01'30"E along said West Line a distance of 335.00 feet to the Northwest Corner (NW/C) of said NORTHCREEK MANOR; Thence S89°57'12"E along the North Line of said NORTHCREEK MANOR a distance of 121.43 feet; Thence S00°01'30"W and parallel to the West Line of said NORTHCREEK MANOR a distance of 178.00 feet; Thence S44°58'30"E a distance of 25.14 feet; Thence S00°01'30"W and parallel to the West Line of said NORTHCREEK MANOR a distance of 139.23 feet; Thence N89°57'12"W and parallel to the North Line of said NORTHCREEK MANOR a distance of 139.21 feet to the Point of Beginning, CONTAINING 0.99 Acres, more or less, and subject to all recorded easements and rights of way thereof.

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

Staff Recommendation: Approval as presented.

=====

Planning Commission Meeting Date: December 3, 2025

PC Recommendation: Approval as presented.

Conditions: N/A

Vote: 7 -- 0 -- 0

Members Present: 7

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

Planning Department Application Submittal Guidelines - City of Shawnee, OK

Planning Department – 222 N. Broadway Ave. – 405-878-1616

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

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

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

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

Application

The completed and signed application. Include the full legal description of the subject property – attached by separate sheet if necessary. Incomplete or unsigned applications will not be accepted or will be returned.

Deed or Affidavit

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

Mailing List

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

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

Fees

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

=====

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

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

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

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

=====

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

Planning Applications Submittal Checklist

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



PRELIMINARY PLAT APPLICATION

Community Development

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

For Office Use Only
Case Number:
Project Number:
Date Filed:
Amount Paid:
Receipt No.:

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1672 with any questions.

APPLICANT Paul Bass
APPLICANT ADDRESS P.O. box 23 Shawnee ok 74801
APPLICANT PHONE NUMBERS 405-227-5136
EMAIL ADDRESS P.bass1229@gmail.com
NAME OF PLAT Northcreek addition Villias
LOCATION 3901 N. Kickapoo st. Shawnee, OK
NUMBER OF ACRES 5 NUMBER OF LOTS 3

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$400.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS 3 6.00
PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS
TOTAL COST 406.00

OWNER/DEVELOPER INFORMATION:

NAME David Peck
ADDRESS 18411 Brangus Rd. Shawnee, OK
CONTACT NUMBERS 405-445-2556
EMAIL ADDRESS David.Peck227@gmail.com

PROJECT ENGINEER INFORMATION:

NAME Landes Engineering
ADDRESS 903 E 35th St. Shawnee, OK 74804
CONTACT NUMBERS 405-275-5388
EMAIL ADDRESS landesengineering@landesengineering.net

APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS PRIOR TO MEETING



FINAL PLAT APPLICATION

Community Development

16 West 9th Street
 Shawnee, OK 74801
 (405) 878-1672

COSPlanning@shawneeok.org
 Fax (405) 878-1587

For Office Use Only	
Case Number:	_____
Project Number:	_____
Date Filed:	_____
Amount Paid:	_____
Receipt No.:	_____

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call (405) 878-1672 with any questions.

APPLICANT Paul Bass
 APPLICANT ADDRESS P.O. Box 23 Shawnee, Oklahoma 74801
 APPLICANT PHONE NUMBERS 405-227-5136
 EMAIL ADDRESS Pbass1229@gmail.com
 NAME OF PLAT North Creek Addition Villas
 LOCATION 3901 N Hickapop St. Shawnee, OK
 NUMBER OF ACRES 5 NUMBER OF LOTS 3

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$350.00
 PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS - _____
 NUMBER OF LOTS PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS _____
 - NUMBER OF LOTS TOTAL 356.00
 COST \$350.00

OWNER/DEVELOPER INFORMATION:

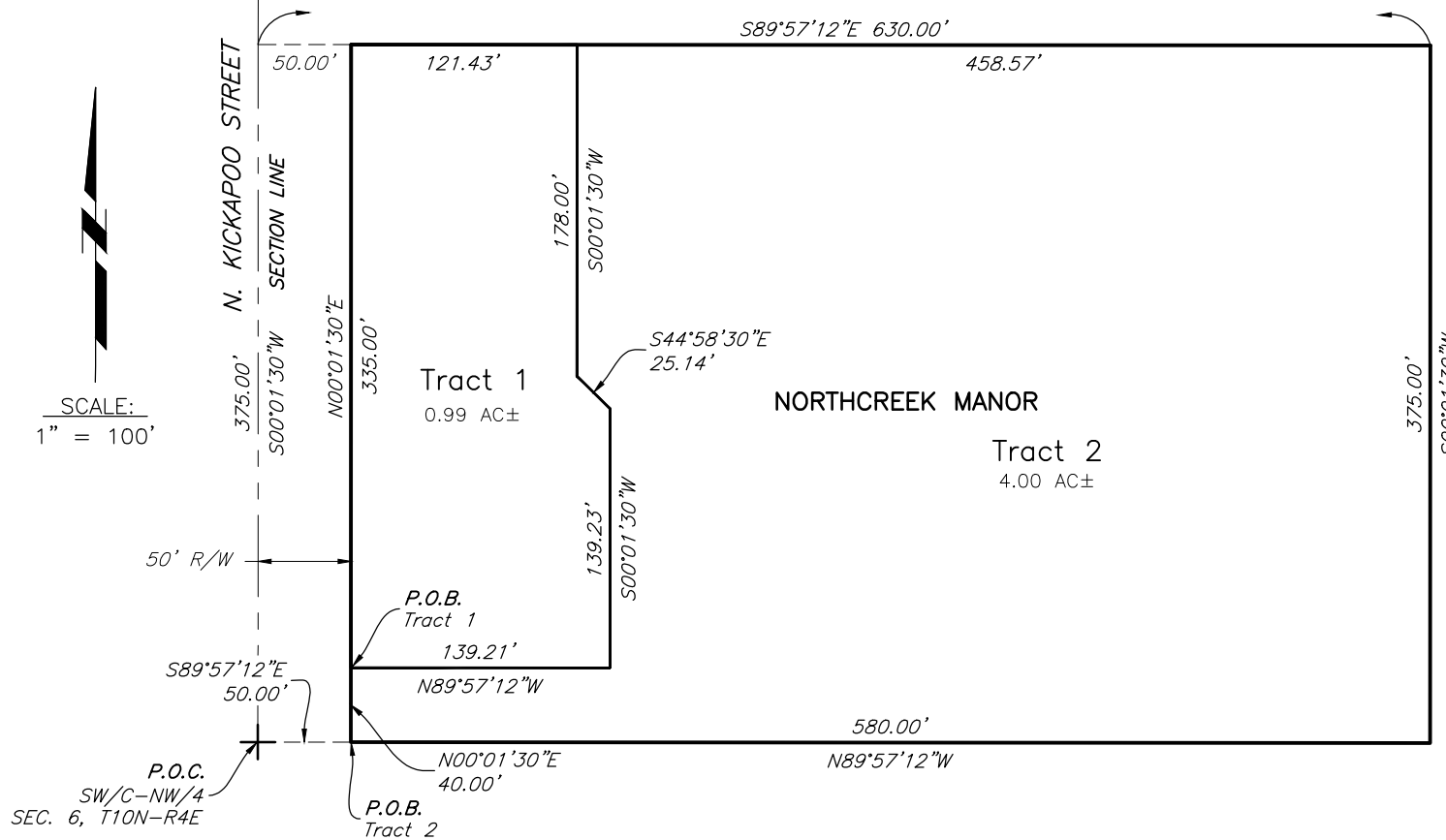
NAME David Peck
 ADDRESS 18411 Branquis Rd Shawnee OK
 CONTACT NUMBERS 405-445-2556
 EMAIL ADDRESS David.Peck227@gmail.com

PROJECT ENGINEER INFORMATION:

NAME Landes Engineering
 ADDRESS 903 E 35th St Shawnee OK 74804
 CONTACT NUMBERS 405-275-5388
 EMAIL ADDRESS Landesengineering@Landesengineering.net

APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Legal Description



Tract 2

A tract of land being a part of NORTHCREEK MANOR, according to the recorded plat thereof, more particularly described as:
 Commencing at the Southwest Corner of the Northwest Quarter (SW/C-NW/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Shawnee, Pottawatomie County, Oklahoma; Thence S89°57'12"E a distance of 50.00 feet to the Southwest Corner (SW/C) of said NORTHCREEK MANOR, said point being the Point of Beginning; Thence N00°01'30"E along the West Line of said NORTHCREEK MANOR a distance of 40.00 feet; Thence S89°57'12"E and parallel to the South Line of said NORTHCREEK MANOR a distance of 139.21 feet; Thence N00°01'30"E and parallel to the West Line of said NORTHCREEK MANOR a distance of 139.23 feet; Thence N44°58'30"W a distance of 25.14 feet; Thence N00°01'30"E and parallel to the West Line of said NORTHCREEK MANOR a distance of 178.00 feet to a point on the North Line of said NORTHCREEK MANOR; Thence S89°57'12"E along said North Line a distance of 458.57 feet to the Northeast Corner (NE/C) of said NORTHCREEK MANOR; Thence S00°01'30"W along the East Line of said NORTHCREEK MANOR a distance of 375.00 feet to the Southeast Corner (SE/C) of said NORTHCREEK MANOR; Thence N89°57'12"W along the South Line of said NORTHCREEK MANOR a distance of 580.00 feet to the Point of Beginning, CONTAINING 4.00 Acres, more or less, and subject to all recorded easements and rights of way thereof.



Stephen T. Landes

Stephen T. Landes, P.E. 19539

Date _____

Tract 1
 A tract of land being a part of Lots One (1) Thru Five (5), and Lots Fourteen (14) Thru Twenty-three (23), and common areas, all in Block One (1), NORTHCREEK MANOR, according to the recorded plat thereof, more particularly described as:
 Commencing at the Southwest Corner of the Northwest Quarter (SW/C-NW/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Shawnee, Pottawatomie County, Oklahoma; Thence S89°57'12"E a distance of 50.00 feet, to the Southwest Corner (SW/C) of said NORTHCREEK MANOR; Thence N00°01'30"E along the West Line of said NORTHCREEK MANOR a distance of 40.00 feet to the Point of Beginning; Thence continuing N00°01'30"E along said West Line a distance of 335.00 feet to the Northwest Corner (NW/C) of said NORTHCREEK MANOR; Thence S89°57'12"E along the North Line of said NORTHCREEK MANOR a distance of 121.43 feet; Thence S00°01'30"W and parallel to the West Line of said NORTHCREEK MANOR a distance of 178.00 feet; Thence S44°58'30"E a distance of 25.14 feet; Thence S00°01'30"W and parallel to the West Line of said NORTHCREEK MANOR a distance of 139.23 feet; Thence N89°57'12"W and parallel to the North Line of said NORTHCREEK MANOR a distance of 139.21 feet to the Point of Beginning, CONTAINING 0.99 Acres, more or less, and subject to all recorded easements and rights of way thereof.

DWG FILE: Z:\PROJECTS\ENGINEERING\2025\ENG 202-25 NORTH CREEK MANOR-PAUL BASS\SURVEY\CALC.DWG

LANDES ENGINEERING P.L.L.C. & ASSOCIATES www.landesengineering.net 903 EAST 35TH STREET SHAWNEE, OKLAHOMA 74804 405-275-5388 CA 2260 EXP. 6-30-27		Northcreek Manor SHAWNEE, OKLAHOMA	
DATE DRAFTED: 8/12/2025	DATE OF LAST SITE VISIT:	DRAWN BY: ml	DRAWING NUMBER: ENG 202-25
		CHECKED STL	

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 BEING A PART OF LOTS ONE (1) THRU FIVE (5), AND LOTS FOURTEEN (14) THRU TWENTY-THREE (23), AND COMMON AREAS, ALL IN BLOCK ONE (1), NORTHCREEK MANOR, ACCORDING TO THE RECORDED PLAT THEREOF, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER (SW/C-NW/4) OF SECTION SIX (6), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE S89°57'12"E A DISTANCE OF 50.00 FEET, TO THE SOUTHWEST CORNER (SW/C) OF SAID NORTHCREEK MANOR; THENCE N00°01'30"E ALONG THE WEST LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 40.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N00°01'30"E ALONG SAID WEST LINE A DISTANCE OF 335.00 FEET TO THE NORTHWEST CORNER (NW/C) OF SAID NORTHCREEK MANOR; THENCE S89°57'12"E ALONG THE NORTH LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 121.43 FEET; THENCE S00°01'30"W AND PARALLEL TO THE WEST LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 178.00 FEET; THENCE S44°58'30"E A DISTANCE OF 25.14 FEET; THENCE S00°01'30"W AND PARALLEL TO THE WEST LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 139.23 FEET; THENCE N89°57'12"W AND PARALLEL TO THE NORTH LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 139.21 FEET TO THE POINT OF BEGINNING, CONTAINING 0.99 ACRES, MORE OR LESS, AND SUBJECT TO ALL RECORDED EASEMENTS AND RIGHTS OF WAY THEREOF.

FROM ZONING CLASSIFICATION R-3 (HIGH DENSITY RESIDENTIAL DISTRICT) TO C-2 (REGIONAL COMMERCIAL DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma, on the 15th day of December, 2025, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-3 (High Density Residential District) to C-2 (Regional Commercial District);

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

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-2 (Regional Commercial District).

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A TRACT OF LAND BEING A PART OF LOTS ONE (1) THRU FIVE (5), AND LOTS FOURTEEN (14) THRU TWENTY-THREE (23), AND COMMON AREAS, ALL IN BLOCK ONE (1), NORTHCREEK MANOR, ACCORDING TO THE RECORDED PLAT THEREOF, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER (SW/C-NW/4) OF SECTION SIX (6), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE S89°57'12"E A DISTANCE OF 50.00 FEET, TO THE SOUTHWEST CORNER (SW/C) OF SAID NORTHCREEK MANOR; THENCE N00°01'30"E ALONG THE WEST LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 40.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N00°01'30"E ALONG SAID WEST LINE A DISTANCE OF 335.00 FEET TO THE NORTHWEST CORNER (NW/C) OF SAID NORTHCREEK MANOR; THENCE S89°57'12"E ALONG THE NORTH LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 121.43 FEET; THENCE S00°01'30"W AND PARALLEL TO THE WEST LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 178.00 FEET; THENCE S44°58'30"E A DISTANCE OF 25.14 FEET; THENCE S00°01'30"W AND PARALLEL TO THE WEST LINE OF SAID NORTHCREEK MANOR A DISTANCE OF 139.23 FEET; THENCE N89°57'12"W AND PARALLEL TO THE NORTH LINE OF SAID NORTHCREEK MANOR A DISTANCE

OF 139.21 FEET TO THE POINT OF BEGINNING, CONTAINING 0.99 ACRES, MORE OR LESS, AND SUBJECT TO ALL RECORDED EASEMENTS AND RIGHTS OF WAY THEREOF; FROM ZONING R-3 (HIGH DENSITY RESIDENTIAL DISTRICT) TO C-2 (REGIONAL COMMERCIAL DISTRICT), AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 15th day of December, 2025.

(SEAL)
ATTEST:

ERIC STEPHENS, MAYOR

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this 15th day of December, 2025.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

RZ06-25
3901 N Kickapoo Street

DRAFT



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

Date: December 15, 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 1301 East Independence Street from R-1 (Low Density Residential District) to C-1 (Local Commercial District). Case No. RZ07-25 | Applicant: Kenneth & Terry Gober, Aspire Equity Holdings LLC

Background: The property addressed as 1301 E Independence Street is located at the southwest corner of the intersection of East Independence Street and Thompson Drive, a few blocks east of North Center Avenue. The property is currently zoned R-1 (Low Density Residential) with similar zoning surrounding it on all sides. The owner and applicant are requesting a rezone to C-1 (Local Commercial) to turn the existing building (formerly a Church) into a virtual gaming studio, specifically for virtual golfing.

Discussion

The Comprehensive Plan Future Land Use Map, created with the Comprehensive Plan in 2019, projects desired uses based on demographic and economic patterns. The Future Land Use Map projects and recommends Low Density Residential Uses for this area. The desired zoning district, C-1 (Local Commercial), is designed for small-scale neighborhood offices, low-intensity retail and service businesses, restaurants, and public spaces. This district offers a transition between neighborhoods and intensive commercial areas, providing a critical commercial function that serves nearby residential areas. Development in this district is primarily pedestrian-scaled to help improve vehicular circulation and safely accommodate residents and pedestrians. This district represents the character and intent of the low intensity commercial future land use category.

Local Commercial uses can be a benefit to the community when there is a need for a small convenience store or other supporting uses for those living in the nearby residential area. However, with no commercial zoning in the area, staff has concerns regarding spot zoning and whether the desired rezoning is appropriate for this particular area.

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 not present nearby.
- There is R-1 zoning district to the north, south, east, and west of the subject property.
- The request does not align with the projected use indicated on the Future Land Use Map.
- Notification of Public Hearing was served.
- No written objections have been submitted to Staff.
- Planning Commission recommended Approval with a vote of 6-1-0.

Options:

- Accept Planning Commission's recommendation and Approve Case No. RZ07-25 to rezone from R-1 (Low Density Residential) to C-1 (Local Commercial) as requested by the applicant.
- Overturn the Planning Commission's recommendation and Deny the request for RZ07-25 to rezone the subject property.
- Approve With Conditions, noting what specific conditions must be met by the applicant.
- Defer the request to a certain date for additional and specific information.

Financial Impact: None

Attachments: RZ07-25 PC to CC Record of Action, submittal packet WITHOUT payment info

Staff Recommendation: Staff recommends denial of the request due to it being considered spot zoning. Planning Commission recommended approval of the request with a vote of 6-1-0.

RECORD OF ACTION

DATE: December 8, 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: RZ07-25

REQUEST: Public hearing and Consideration of a request to rezone the property addressed as 1301 East Independence Street from R-1 (Low Density Residential District) to C-1 (Local Commercial District).

Applicant: Kenneth & Terry Gober, Aspire Equity Holdings LLC

Subject Property Address: 1301 E Independence St

Legal Description: THOMPSON HEIGHTS BLK 5 N23.25' LOT 38 &; ALL OF LOT 39

Current Zoning: R-1 (Low Density Residential) **Requested Zoning:** C-1 (Local Commercial)

Staff Recommendation: Denial on account of it being considered spot zoning.

=====

Planning Commission Meeting Date: December 3, 2025

PC Recommendation: Approval as presented.

Conditions: N/A

Vote: 6 -- 1 -- 0

Members Present: 7

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

November 10, 2025

Diana Hood
City of Shawnee Planning Department
16 W 9th St
Shawnee, OK 74801

RE: Rezoning Application Submission – 1301 E Independence St, Shawnee, OK 74804

Dear Ms. Hood,

I am writing on behalf of Aspire Equity Holdings, LLC to formally submit a rezoning application for the property located at 1301 E Independence St, Shawnee, OK 74804. We respectfully request consideration for a change in zoning designation from R-1 (Low Density Residential) to C-1 (Local Commercial), to allow for a broader range of commercial uses that will benefit both the property and the surrounding community.

Based on our discussions, we understand that the property is currently limited in its allowable uses under the existing R-1 zoning. Further, the property is currently being used as a church. The proposed indoor gaming/simulator/vr studio will be by appointment only and will not have a significant building occupancy load at any given time. Our intent is to revitalize the site and contribute positively to the local economy, while being mindful of the residential character of the surrounding area. We are prepared to work closely with City staff and the Planning Commission to address any concerns.

We have obtained written authorization from the property owner to act as the applicant for this rezoning request, as required by City policy. All necessary application materials, including the owner's affidavit, are included with this submission.

We appreciate your consideration and look forward to the opportunity to present our proposal at the upcoming Planning Commission meeting. Please let us know if any additional information is required.

Sincerely,
Anwer Ehtisham Jr
Aspire Equity Holdings, LLC
405-397-3788

Attachments:

- Complete Re-Zoning Application
- Property Address and Legal Description
- Agent Authorization
- List of Property Owners within a 300 foot radius
- \$350 Check for Re-Zoning Fee

Property Address and Legal Description

Physical Address – 1301 E. Independence St., Shawnee, OK 74804

Legal Description – THOMPSON HEIGHTS BLK 5 N23.25' LOT 38 &; ALL OF LOT 39

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 LOW DENSITY RESIDENTIAL (R-1) District to LOCAL COMMERCIAL (C-1) District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1301 E INDEPENDENCE ST, SHAWNEE, OK 74804

LEGAL DESCRIPTION: THOMPSON HEIGHTS BLK 5 N23.25' LOT 38 & ALL LOT 39

PROPERTY OWNER (S): KENNETH GOBER AND TERRY L GOBER

PROPERTY AGENT (APPLICANT): ASPIRE EQUITY HOLDINGS, LLC

APPLICANT'S ADDRESS: 4737 N KICKAPOO AVE, #1007

CITY: SHAWNEE STATE: OK ZIP: 74804

EMAIL ADDRESS: EHTISHAMFAMILY@ATT.NET

TELEPHONE NUMBER: (405) 397-3788 CONTACT NUMBER: (405) 397-3788

DIMENSIONS OF PROPERTY: AREA: APPROX. 0.25 ACRES WIDTH: APPROX. 120'
LENGTH: APPROX. 87' FRONTAGE: APPROX. 120'

CURRENT ZONING: LOW DENSITY RESIDENTIAL (R-1) **CURRENT USE:** CHURCH

PROPOSED ZONING: LOCAL COMMERCIAL (C-1) **PROPOSED USE:** INDOOR GAME/SIMULATOR/VR STUDIO

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.** *Anwer Ehtisham Jr*
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.: _____

Planning Department Application Submittal Guidelines - City of Shawnee, OK

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

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

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

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

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

Application

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

Deed or Affidavit

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

Mailing List

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

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

Fees

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

=====

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

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

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

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

=====

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

Planning Applications Submittal Checklist

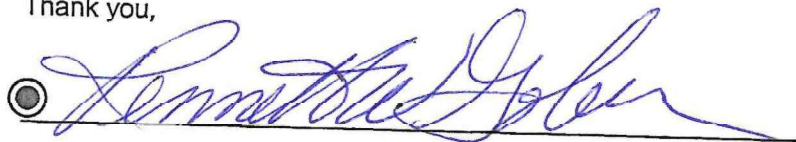
- _____ Meeting with Community Development Department staff member
- _____ Application – completed and signed
- _____ Electronic Copy of Legal Description
- _____ Certified list of property owners’ addresses obtained from a licensed abstract or title company
- _____ Deed or Affidavit – proof of ownership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

AGENT AUTHORIZATION

To whom it may concern:
Kenneth W & Terry L Gober 2019 Revocable
Trust

I, Kenneth W Gober Owner of Real Property located at
1301 E Independence, have authorized ANWER EHTISHAM JR.
of ASPIRE EQUITY HOLDINGS, LLC, 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 1301 E. INDEPENDENCE ST.,
POTTAWATOMIE COUNTY, SHAWNEE, OK 74804.

Thank you,



11/7/25
Date

THE STATE OF OKLAHOMA §

County of Pottawatomie §

BEFORE ME, the undersigned authority, on this day personally appeared Kenneth W. Gober
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 7th day of November, 2025.


NOTARY PUBLIC

Shannon Dalton
Typed or Printed Name of Notary

Commission # 21005498

MY COMMISSION EXPIRES: 4/21/29

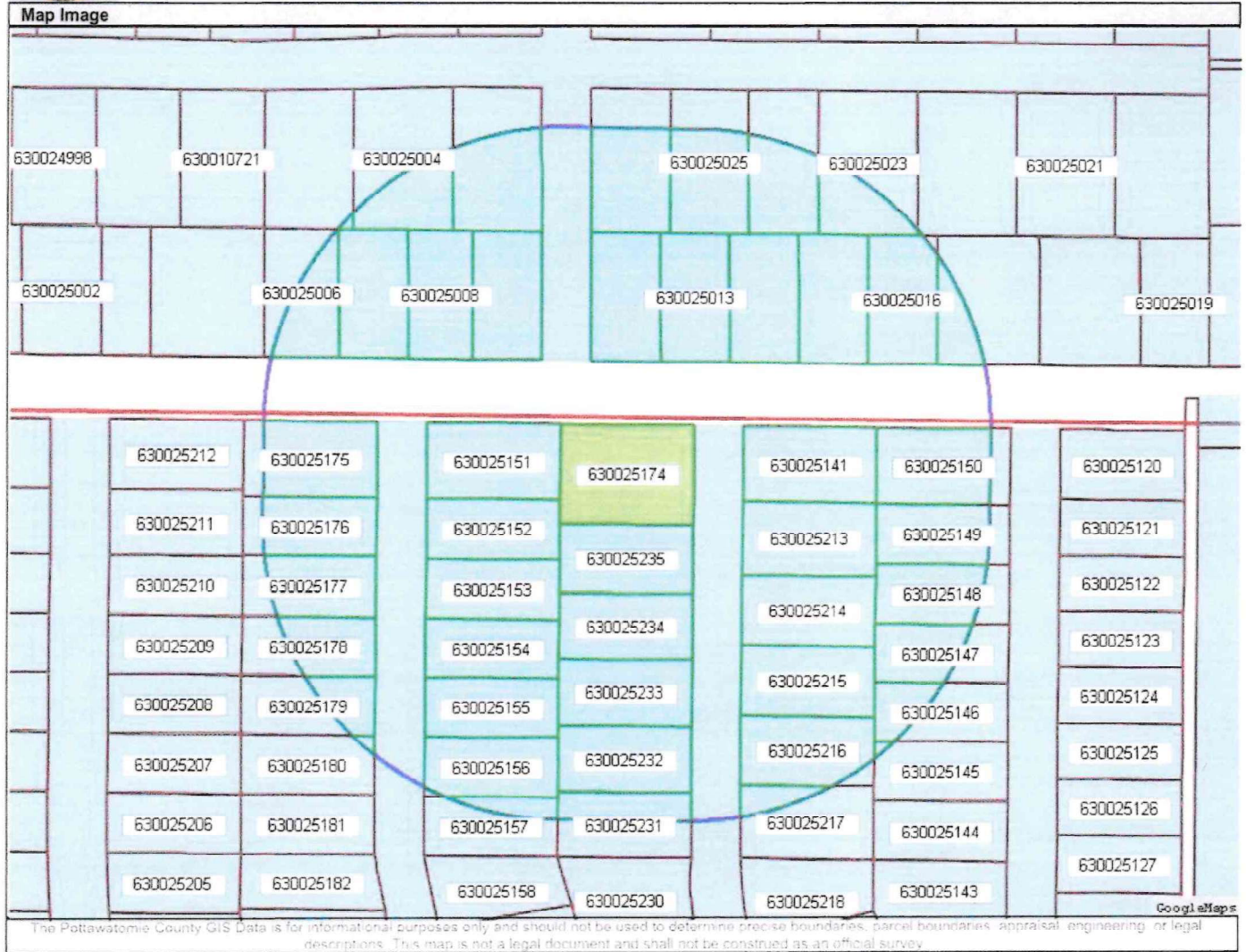




Pottawatomie
Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 11/07/2025
 Time 11:14:05



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	Current Owner	Legal Description
630025150 ParcelID 2880-00-004-020-0-000-00 Situs 01420 LAVERNE Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0004 / 0020 Lot Size 1 Lots	BECKER EVELYN L & HOLLY RIMER 1420 LAVERNE AVE SHAWNEE OK 74801- Book/Page 0188-5718	THOMPSON HEIGHTS BLK 4 LOT 20
630025174 ParcelID 2880-00-005-038-0-000-00 Situs 01301 E INDEP Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0005 / 0038 Lot Size 2 Lots	GOBER KENNETH W & TERRY L 2019 REVOCABLE TRUST 46308 HARDESTY RD SHAWNEE OK 74801- Book/Page 2022-9493	THOMPSON HEIGHTS BLK 5 N23.25' LOT 38 & ALL LOT 39
630025175 ParcelID 2880-00-006-001-0-000-00 Situs 01420 RICKEY RD Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0006 / 0001 Lot Size 1 Lots	KRISTI GIBSON RENTAL PROPERTY LLC 4700 CHURCHILL SHAWNEE OK 74804- Book/Page 0184-7337	THOMPSON HEIGHTS BLK 6 LOT 1



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 11/07/2025

Time 11:14:05

Account List

Page : 2

Account	Current Owner	Legal Description
Account 630025024 ParcelID 2835-00-007-014-0-000-00 Situs 01305 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0014 Lot Size 1 Lots	Current Owner WALKUP DIANA LYNN 1305 CHARLES DR SHANWEE OK 74804-000C Book/Page 2018-2728	THOMPSON ACRES BLK 7 E71' LOT 14
Account 630025003 ParcelID 2835-00-006-001-0-000-00 Situs 01215 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0006 / 0001 Lot Size 1 Lots	Current Owner ALLEE CHRISTOPHER DEAN & JAMIE 1215 CHARLES DR SHAWNEE OK 74804- Book/Page 2021-7588	THOMPSON ACRES BLK 6 LOT 1 & E15' LOT 2
Account 630025026 ParcelID 2835-00-007-016-0-000-00 Situs 01301 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0016 Lot Size 1 Lots	Current Owner ROUNTREE MARILYN 1301 CHARLES DR SHAWNEE OK 74804-000C Book/Page 2014-7898	THOMPSON ACRES BLK 7 LOT 16 TOD TO KRISTI CLIFTON & GREGORY PRICE 2015-1848
Account 630025017 ParcelID 2835-00-007-006-0-000-00 Situs 01310 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0006 Lot Size 2 Lots	Current Owner CANNON ASSETS LLC 12113 ORALIA DR HOUSTON TX 77065- Book/Page 2016-3899	THOMPSON ACRES BLK 7 LOT 6 & W33' LOT 7
Account 630025022 ParcelID 2835-00-007-012-0-000-00 Situs 01309 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0012 Lot Size 1 Lots	Current Owner SPAULDING DAVID E SR & NAOMI R RODRIGUEZ 1309 CHARLES DR SHAWNEE OK 74804-000C Book/Page 2001-3439	THOMPSON ACRES BLK 7 LOT 12
Account 630025015 ParcelID 2835-00-007-004-0-000-00 Situs 01306 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0004 Lot Size 1 Lots	Current Owner MORRIS MICHAEL L & APRIL L 1306 E INDEP SHAWNEE OK 74804-000C Book/Page 2007-4049	THOMPSON ACRES BLK 7 LOT 4
Account 630025014 ParcelID 2835-00-007-003-0-000-00 Situs 01304 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0003 Lot Size 1 Lots	Current Owner REUBEN PELTIER PROPERTIES LLC PO BOX 3071 SHAWNEE OK 74802-000C Book/Page 2023-9239	THOMPSON ACRES BLK 7 LOT 3
Account 630025009 ParcelID 2835-00-006-008-0-000-00 Situs 01214 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0006 / 0008 Lot Size 1 Lots	Current Owner HARRIS JEREMY RYAN 1214 E INDEP SHAWNEE OK 74804-000C Book/Page 2021-5192	THOMPSON ACRES BLK 6 LOT 8
Account 630025008 ParcelID 2835-00-006-007-0-000-00 Situs 01212 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0006 / 0007 Lot Size 1 Lots	Current Owner FRY L PRESTON & REBECCA R 1923 N OKLA SHAWNEE OK 74804-000C Book/Page 2970-0270	THOMPSON ACRES BLK 6 LOT 7



Pottawatomie
Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 11/07/2025
 Time 11:14:06

Account List

Page : 3

Account	Current Owner	Legal Description
630025007 ParcelID 2835-00-006-006-0-000-00 Situs 01210 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0006 / 0006 Lot Size 1 Lots	REUBEN PELTIER PROPERTIES LLC P O BOX 3071 SHAWNEE OK 74802-3071 Book/Page 2017-1208	THOMPSON ACRES BLK 6 LOT 6
630025005 ParcelID 2835-00-006-003-0-000-00 Situs 01211 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0006 / 0003 Lot Size 1 Lots	TAYLOR DUNCAN & LYNNA 10101 SE 57TH ST OKC OK 73150- Book/Page 2022-3690	THOMPSON ACRES BLK 6 W24' LOT 3 & ALL LOT 4
630025023 ParcelID 2835-00-007-013-0-000-00 Situs 01307 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0013 Lot Size 1 Lots	PETTYJOHN ROBERT & MARTHA F 1307 CHARLES DR SHAWNEE OK 74804-000C Book/Page 2003-6171	THOMPSON ACRES BLK 7 LOT 13
630025213 ParcelID 2895-00-004-002-0-000-00 Situs 01419 THOMPSON DR Sec/Twn/Rng Subdivision THOMPSON HEIGHTS RP OF Block/Lot 0004 / 0002 Lot Size 1 Lots	LEWIS STEVEN W 1419 THOMPSON DR SHAWNEE OK 74801-000C Book/Page 2701-0273	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 4 LOT 2
630025012 ParcelID 2835-00-007-001-0-000-00 Situs 01300 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0001 Lot Size 1 Lots	CLIFTON KRISTI M 1300 E INDEP SHAWNEE OK 74804-000C Book/Page 2010-7019	THOMPSON ACRES BLK 7 LOT 1
630025013 ParcelID 2835-00-007-002-0-000-00 Situs 01302 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0002 Lot Size 1 Lots	EATON JEFFREY S & RACHELLE L 1302 E INDEPENDENCE SHAWNEE OK 74804-000C Book/Page 2003-5207	THOMPSON ACRES BLK 7 LOT 2
630025141 ParcelID 2880-00-004-001-0-000-00 Situs 01421 THOMPSON DR Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0004 / 0001 Lot Size 1 Lots	EUBANKS LARRY KENNETH & JACKIE ANN 1421 THOMPSON DR SHAWNEE OK 74801-000C Book/Page 2000-0490	THOMPSON HEIGHTS BLK 4 LOT 1
630025176 ParcelID 2880-00-006-002-0-000-00 Situs 01418 RICKEY RD Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0006 / 0002 Lot Size 1 Lots	HAMPTON JOYCE I & DEBORAH L DOTSON 1418 RICKEY RD SHAWNEE OK 74801-000C Book/Page 2986-0156	THOMPSON HEIGHTS BLK 6 N58' LOT 2
630025149 ParcelID 2880-00-004-019-0-000-00 Situs 01418 LAVERNE Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0004 / 0019 Lot Size 1 Lots	LS5 RESIDENTIAL LLC 1010 E MACARTHUR ST SHAWNEE OK 74804-000C Book/Page 2020-8195	THOMPSON HEIGHTS BLK 4 LOT 19



Pottawatomie
Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 11/07/2025

Time 11:14:07

Account List

Page : 4

Account	Current Owner	Legal Description
Account 630025016 ParcelID 2835-00-007-005-0-000-00 Situs 01308 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0005 Lot Size 1 Lots	Current Owner YONES JESSICA 1308 E INDEP SHAWNEE OK 74804-000C Book/Page 2013-5367	Legal Description THOMPSON ACRES BLK 7 LOT 5 TOD TO STEVEN LUTHER YONES 2014-16212 TOD TO STEVEN LUTHER YONES THEN TO JACOB LANDON YONES & SHELDON DEAN YONES 2019-6875
Account 630025004 ParcelID 2835-00-006-002-0-000-00 Situs 01213 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0006 / 0002 Lot Size 1 Lots	Current Owner ARBGAST SAM J & JUDY A 1213 CHARLES DR SHAWNEE OK 74804-000C Book/Page 2001-2686	Legal Description THOMPSON ACRES BLK 6 W54' LOT 2 & E46' LOT 3
Account 630025006 ParcelID 2835-00-006-005-0-000-00 Situs 01208 E INDEP Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0006 / 0005 Lot Size 1 Lots	Current Owner STEVENS HUNTER 1208 E INDEP SHAWNEE OK 74804-000C Book/Page 2020-1430	Legal Description THOMPSON ACRES BLK 6 LOT 5
Account 630025152 ParcelID 2880-00-005-002-0-000-00 Situs 01419 RICKEY RD Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0005 / 0002 Lot Size 1 Lots	Current Owner RV CORLEY FAMILY REVOC TRUST 1721 N UNION SHAWNEE OK 74804-000C Book/Page 2020-0322	Legal Description THOMPSON HEIGHTS BLK 5 LOT 2
Account 630025025 ParcelID 2835-00-007-014-0-001-00 Situs 01303 CHARLES DR Sec/Twn/Rng Subdivision THOMPSON ACRES Block/Lot 0007 / 0014 Lot Size 1 Lots	Current Owner SMITH SAMUEL C 344914 E 990 RD CHANDLER OK 74834-000C Book/Page 2023-2485	Legal Description THOMPSON ACRES BLK 7 W4' LOT 14 & ALL LOT 15
Account 630025151 ParcelID 2880-00-005-001-0-000-00 Situs 01421 RICKEY RD Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0005 / 0001 Lot Size 1 Lots	Current Owner GUINN MARTY & SHERYL 1421 RICKEY RD SHAWNEE OK 74801-5415 Book/Page 0185-2056	Legal Description THOMPSON HEIGHTS BLK 5 LOT 1
Account 630025235 ParcelID 2895-00-005-037-0-000-00 Situs 01418 THOMPSON DR Sec/Twn/Rng Subdivision THOMPSON HEIGHTS RP OF Block/Lot 0005 / 0037 Lot Size 1 Lots	Current Owner TAYLOR SHAWN K & JESSICA M 1418 THOMPSON DR SHAWNEE OK 74801-000C Book/Page 2020-2298	Legal Description THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 5 LOT 37
Account 630025180 ParcelID 2880-00-006-006-0-000-00 Situs 01410 RICKEY RD Sec/Twn/Rng Subdivision THOMPSON HEIGHTS Block/Lot 0006 / 0006 Lot Size 1 Lots	Current Owner RV CORLEY FAMILY REVOC TRUST 1721 N UNION SHAWNEE OK 74804-000C Book/Page 2020-0322	Legal Description THOMPSON HEIGHTS BLK 6 LOT 6
Account 630025216 ParcelID 2895-00-004-005-0-000-00 Situs 01413 THOMPSON DR Sec/Twn/Rng Subdivision THOMPSON HEIGHTS RP OF Block/Lot 0004 / 0005 Lot Size 1 Lots	Current Owner LOCKWOOD MARIE L 1413 THOMPSON DR SHAWNEE OK 74801- Book/Page 0194-1958	Legal Description THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 4 LOT 5



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 11/07/2025

Time 11:14:07

Account List

Account	630025232	Current Owner	Legal Description
ParcelID	2895-00-005-034-0-000-00	MORLAN RHIANNON & JACOB	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 5 LOT 34
Situs	01412 THOMPSON DR		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS RP OF	1412 THOMPSON DR	
Block/Lot	0005 / 0034	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page 2019-0355	
Account	630025155	Current Owner	Legal Description
ParcelID	2880-00-005-005-0-000-00	MARTINEZ SARAH J & EDDIE N	THOMPSON HEIGHTS BLK 5 LOT 5
Situs	01413 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	508 N BDWY	
Block/Lot	0005 / 0005	SHAWNEE / OK 74801-000C	
Lot Size	1 Lots	Book/Page 2019-4233	
Account	630025217	Current Owner	Legal Description
ParcelID	2895-00-004-006-0-000-00	GREGORY JIMMY WAYNE	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 4 LOT 6
Situs	01411 THOMPSON DR		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS RP OF	1411 THOMPSON RD	
Block/Lot	0004 / 0006	SHAWNEE OK 74801-	
Lot Size	1 Lots	Book/Page 0189-5554	
Account	630025145	Current Owner	Legal Description
ParcelID	2880-00-004-015-0-000-00	COLLIER HEATHER K	THOMPSON HEIGHTS BLK 4 LOT 15
Situs	01410 LAVERNE		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	1410 LAVERNE	
Block/Lot	0004 / 0015	SHAWNEE OK 74801-	
Lot Size	1 Lots	Book/Page 0192-4010	
Account	630025146	Current Owner	Legal Description
ParcelID	2880-00-004-016-0-000-00	TERRY RICKY DON & LORI KAY	THOMPSON HEIGHTS BLK 4 LOT 16
Situs	01412 LAVERNE		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	1412 LAVERNE AVE	
Block/Lot	0004 / 0016	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page 2628-0133	
Account	630025177	Current Owner	Legal Description
ParcelID	2880-00-006-002-0-001-00	BAM ACQUISITIONS LLC SERIES JJ	THOMPSON HEIGHTS BLK 6 S2' LOT 2 & ALL LOT 3
Situs	01416 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	PO BOX 3698	
Block/Lot	0006 / 0002	SHAWNEE OK 74802-000C	
Lot Size	2 Lots	Book/Page 2023-5081	
Account	630025154	Current Owner	Legal Description
ParcelID	2880-00-005-004-0-000-00	LUKE DOCKREY RENTALS LLC	THOMPSON HEIGHTS BLK 5 LOT 4
Situs	01415 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	39309 GARRETT'S LAKE RD	
Block/Lot	0005 / 0004	SHAWNEE OK 74804-	
Lot Size	1 Lots	Book/Page 2022-4554	
Account	630025233	Current Owner	Legal Description
ParcelID	2895-00-005-035-0-000-00	STANFIELD-STALNAKER TYLER LEE	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 5 LOT 35
Situs	01414 THOMPSON DR		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS RP OF	WAYNE & DANIELLE JADE	
Block/Lot	0005 / 0035	1414 THOMPSON DR	
Lot Size	1 Lots	SHAWNEE OK 74801- Book/Page 0198-2365	
Account	630025215	Current Owner	Legal Description
ParcelID	2895-00-004-004-0-000-00	VANANTWERP STEVEN W	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 4 LOT 4
Situs	01415 THOMPSON DR		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS RP OF	1415 THOMPSON DR	
Block/Lot	0004 / 0004	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 11/07/2025

Time 11:14:08

Account List

Page : 6

Account	630025214	Current Owner	Legal Description
ParcelID	2895-00-004-003-0-000-00	SEPULVEDA LINDA L & LYNDA A	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 4 LOT 3
Situs	01417 THOMPSON DR		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS RP OF	1417 THOMPSON DR	
Block/Lot	0004 / 0003	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page 2023-5403	
Account	630025179	Current Owner	Legal Description
ParcelID	2880-00-006-005-0-000-00	JOHNSON JEREMY & ERICA	THOMPSON HEIGHTS BLK 6 LOT 5
Situs	01412 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	1412 RICKEY RD	
Block/Lot	0006 / 0005	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page 2010-9772	
Account	630025156	Current Owner	Legal Description
ParcelID	2880-00-005-006-0-000-00	DAUZ JESSIE P JR	THOMPSON HEIGHTS BLK 5 LOT 6
Situs	01411 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	1411 RICKEY RD	
Block/Lot	0005 / 0006	SHAWNEE OK 74801-	
Lot Size	1 Lots	Book/Page 2022-7012	
Account	630025153	Current Owner	Legal Description
ParcelID	2880-00-005-003-0-000-00	BURROUGH BARBARA DIANE	THOMPSON HEIGHTS BLK 5 LOT 3
Situs	01417 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	1417 RICKEY RD	
Block/Lot	0005 / 0003	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page	
Account	630025157	Current Owner	Legal Description
ParcelID	2880-00-005-007-0-000-00	KING JERRY & DONNA BECKWITH	THOMPSON HEIGHTS BLK 5 LOT 7
Situs	01409 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	1409 RICKEY RD	
Block/Lot	0005 / 0007	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page 2438-0140	
Account	630025148	Current Owner	Legal Description
ParcelID	2880-00-004-018-0-000-00	JONES JOELLA LIVING TRUST	THOMPSON HEIGHTS BLK 4 LOT 18
Situs	01416 LAVERNE		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	38007 45TH	
Block/Lot	0004 / 0018	SHAWNEE OK 74804-000C	
Lot Size	1 Lots	Book/Page 2011-8137	
Account	630025231	Current Owner	Legal Description
ParcelID	2895-00-005-033-0-000-00	RINDERER WILLIAM	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 5 LOT 33
Situs	01410 THOMPSON DR		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS RP OF	6 MELANIE LN	
Block/Lot	0005 / 0033	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page 2012-2957	
Account	630025234	Current Owner	Legal Description
ParcelID	2895-00-005-036-0-000-00	BAM ACQUISITIONS LLC SERIES E	THOMPSON HGTS. REPLAT LOTS 2-11 BLK 4 & LOTS 24-37 & 38 EXCEPT N23 35' BLK 5 BLK 5 LOT 36
Situs	01416 THOMPSON DR		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS RP OF	PO BOX 3698	
Block/Lot	0005 / 0036	SHAWNEE OK 74802-000C	
Lot Size	1 Lots	Book/Page 2023-5081	
Account	630025147	Current Owner	Legal Description
ParcelID	2880-00-004-017-0-000-00	DA SILVA GABRIEL V & BRITTANY S D	THOMPSON HEIGHTS BLK 4 LOT 17
Situs	01414 LAVERNE		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	REVOCABLE TRUST	
Block/Lot	0004 / 0017	1414 LAVERNE AVE	
Lot Size	1 Lots	SHAWNEE OK 74801- Book/Page 0185-2655	



Pottawatomie
Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 11/07/2025

Time 11:14:09

Account List

Page : 7

Account		Current Owner	Legal Description
ParcelID	2880-00-006-004-0-000-00	ADAMS KIMBERLY HEATHER E	THOMPSON HEIGHTS BLK 6 LOT 4
Situs	01414 RICKEY RD		
Sec/Twn/Rng			
Subdivision	THOMPSON HEIGHTS	1414 RICKEY RD	
Block/Lot	0006 / 0004	SHAWNEE OK 74801-000C	
Lot Size	1 Lots	Book/Page 2019-8533	

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: THOMPSON HEIGHTS BLOCK 5 N23.25' LOT 38 & ALL OF LOT 39.

FROM ZONING CLASSIFICATION R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO C-1 (LOCAL COMMERCIAL DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma, on the 15th day of December, 2025, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1 (Low Density Residential District) to C-1 (Local Commercial District District);

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

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

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: THOMPSON HEIGHTS BLOCK 5 N23.25' LOT 38 & ALL OF LOT 39; FROM ZONING CLASSIFICATION R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO C-1 (LOCAL COMMERCIAL DISTRICT DISTRICT), AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 15th day of December, 2025.

(SEAL)
ATTEST:

ERIC STEPHENS, MAYOR

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this 15th day of December, 2025.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

RZ07-25
1301 E Independence Street



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

Date: December 15, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Assistant City Manager | Director of Engineering
Subject: Shawnee Sewer Bursting FY 26, Project No. 25-119

Background: Pursuant to the bid opening held on December 8, 2025, staff has reviewed the bid tabulation for the Shawnee Sewer Bursting FY 26 project. A total of three (3) responsive bids were received for this work.

The apparent low base bidder is Jordan Contractors, LLC. City staff, in coordination with Cowan Group Engineering, LLC, has completed a full review of the bid package, required bonds, and tabulated pricing. The low bid has been verified as accurate, complete, and in conformance with the contract documents.

After thorough evaluation, Cowan Group Engineering, LLC recommends that the City award the Base Bid plus Add Alternate No. 2 to Jordan Contractors, LLC, in the total amount of \$2,094,060.00.

Staff concurs with the consultant's recommendation and supports awarding the contract accordingly.

Financial Impact: \$2,094,060.00, funded from account 304-5-1040-54200 - American Rescue Plan Fund, Sewer Collection, Capital Outlay-Bldgs & Improvements; C-23-08

Attachments: Bid Tabulation, Bid Recommendation Letter, 25-119 Addendum 1 - signed, 25-119 Addendum 2, 25-119 SHAWNEE SANITARY SEWER BURSTING FY26 20251104

Staff Recommendation: Award of the contract.

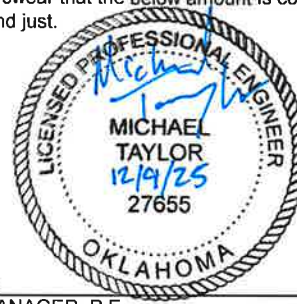


COWAN GROUP ENGINEERING, LLC
 7100 N. CLASSEN BLVD., SUITE 500
 OKLAHOMA CITY, OK 73116
 405.463.3389 O
 405.463.3381 F



City of Shawnee
Shawnee Sewer Busting FY26
BID NO. 25-119
DATE December 8, 2025

I do solemnly swear that the below amount is correct,
 reasonable and just.



Michael Taylor
 PROJECT MANAGER, P.E.

BASE BID

ITEM NUMBER	DESCRIPTION	QTY	UNIT	Jordan Contractors, LLC		Orr Construction, Inc.		Timco Blasting & Coatings, Inc	
1	MOBILIZATION	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 150,000.00	\$ 150,000.00	\$ 205,000.00	\$ 205,000.00
2	CLEARING & GRUBBING	1	LSUM	\$ 35,000.00	\$ 35,000.00	\$ 120,000.00	\$ 120,000.00	\$ 25,000.00	\$ 25,000.00
3	12" HDPE DR-17 SANITARY SEWER (TRENCHING)	387	LF	\$ 200.00	\$ 77,400.00	\$ 250.00	\$ 96,750.00	\$ 281.00	\$ 108,747.00
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	179	LF	\$ 200.00	\$ 35,800.00	\$ 285.00	\$ 51,015.00	\$ 504.00	\$ 90,216.00
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	863	LF	\$ 180.00	\$ 155,340.00	\$ 325.00	\$ 280,475.00	\$ 273.00	\$ 235,599.00
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	675	LF	\$ 175.00	\$ 118,125.00	\$ 275.00	\$ 185,625.00	\$ 254.00	\$ 171,450.00
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	1269	LF	\$ 175.00	\$ 222,075.00	\$ 350.00	\$ 444,150.00	\$ 263.00	\$ 333,747.00
8	8" HDPE DR-17 SANITARY SEWER (CASING)	65	LF	\$ 150.00	\$ 9,750.00	\$ 250.00	\$ 16,250.00	\$ 263.00	\$ 17,095.00
9	18" DUCTILE IRON ENCASEMENT (TRENCH)	65	LF	\$ 120.00	\$ 7,800.00	\$ 325.00	\$ 21,125.00	\$ 463.00	\$ 30,095.00
10	4' DIAMETER MANHOLE, CONSTRUCT	4	EA	\$ 3,000.00	\$ 12,000.00	\$ 8,500.00	\$ 34,000.00	\$ 12,275.00	\$ 49,100.00
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 12,000.00	\$ 12,000.00	\$ 13,550.00	\$ 13,550.00
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	8	EA	\$ 5,000.00	\$ 40,000.00	\$ 12,500.00	\$ 100,000.00	\$ 17,510.00	\$ 140,080.00
13	EXTRA DEPTH MANHOLE	36	VF	\$ 300.00	\$ 10,800.00	\$ 750.00	\$ 27,000.00	\$ 1,210.00	\$ 43,560.00
14	SERVICE CONNECTION	52	EA	\$ 1,500.00	\$ 78,000.00	\$ 2,500.00	\$ 130,000.00	\$ 1,810.00	\$ 94,120.00
15	REMOVE & REPLACE CONCRETE PAVEMENT	63	SY	\$ 250.00	\$ 15,750.00	\$ 350.00	\$ 22,050.00	\$ 175.00	\$ 11,025.00
16	REMOVE & REPLACE ASPHALT PAVEMENT	34	SY	\$ 300.00	\$ 10,200.00	\$ 350.00	\$ 11,900.00	\$ 175.00	\$ 5,950.00
17	REMOVE & REPLACE GRAVEL PAVEMENT	50	SY	\$ 150.00	\$ 7,500.00	\$ 75.00	\$ 3,750.00	\$ 100.00	\$ 5,000.00
18	SOLID SLAB SOD	1747	SY	\$ 5.00	\$ 8,735.00	\$ 9.00	\$ 15,723.00	\$ 15.00	\$ 26,205.00
19	PRE-INSTALLATION INSPECTION	3437	LF	\$ 20.00	\$ 68,740.00	\$ 8.00	\$ 27,496.00	\$ 10.00	\$ 34,370.00
20	POST-INSTALLATION INSPECTION	3437	LF	\$ 10.00	\$ 34,370.00	\$ 3.00	\$ 10,311.00	\$ 8.00	\$ 27,496.00
21	TESTING	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00
22	BYPASS PUMPING	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00	\$ 40,000.00	\$ 75,000.00	\$ 75,000.00
23	TEMPORARY EROSION AND SEDIMENT CONTROL	1	LSUM	\$ 8,000.00	\$ 8,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	1	LSUM	\$ 15,000.00	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00	\$ 80,000.00	\$ 80,000.00
25	SPOT REPAIRS	2	EA	\$ 7,500.00	\$ 15,000.00	\$ 18,000.00	\$ 36,000.00	\$ 10,000.00	\$ 20,000.00
26	CONCRETE LINER REPAIR	1	LSUM	\$ 30,000.00	\$ 30,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
BASE BID TOTAL				\$ 1,038,885.00	\$ 1,917,620.00	\$ 2,156,893.00			

ADD ALTERNATE 1

ITEM NUMBER	DESCRIPTION	QTY	UNIT	Jordan Contractors, LLC		Orr Construction, Inc.		Timco Blasting & Coatings, Inc	
2	CLEARING & GRUBBING	1	LSUM	\$ 100,000.00	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00
3	12" HDPE DR-17 SANITARY SEWER (TRENCHING)	336	LF	\$ 200.00	\$ 67,200.00	\$ 250.00	\$ 84,000.00	\$ 285.00	\$ 95,760.00
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	468	LF	\$ 200.00	\$ 93,600.00	\$ 285.00	\$ 133,380.00	\$ 428.00	\$ 200,304.00
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	3386	LF	\$ 130.00	\$ 440,180.00	\$ 325.00	\$ 1,100,450.00	\$ 273.00	\$ 924,378.00
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	1148	LF	\$ 130.00	\$ 149,240.00	\$ 285.00	\$ 327,180.00	\$ 473.00	\$ 543,004.00
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	2834	LF	\$ 130.00	\$ 368,420.00	\$ 350.00	\$ 991,900.00	\$ 263.00	\$ 745,342.00
10	4' DIAMETER MANHOLE, CONSTRUCT	8	EA	\$ 3,000.00	\$ 24,000.00	\$ 8,500.00	\$ 68,000.00	\$ 12,275.00	\$ 98,200.00
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	11	EA	\$ 5,000.00	\$ 55,000.00	\$ 12,500.00	\$ 137,500.00	\$ 17,260.00	\$ 189,860.00
13	EXTRA DEPTH MANHOLE	79	VF	\$ 300.00	\$ 23,700.00	\$ 750.00	\$ 59,250.00	\$ 1,410.00	\$ 111,390.00
14	SERVICE CONNECTION	148	EA	\$ 1,500.00	\$ 222,000.00	\$ 2,500.00	\$ 370,000.00	\$ 1,560.00	\$ 230,880.00
15	REMOVE & REPLACE CONCRETE PAVEMENT	35	SY	\$ 250.00	\$ 8,750.00	\$ 350.00	\$ 12,250.00	\$ 175.00	\$ 6,125.00
16	REMOVE & REPLACE ASPHALT PAVEMENT	474	SY	\$ 300.00	\$ 142,200.00	\$ 350.00	\$ 165,900.00	\$ 175.00	\$ 82,950.00
17	REMOVE & REPLACE GRAVEL PAVEMENT	8	SY	\$ 150.00	\$ 1,200.00	\$ 75.00	\$ 600.00	\$ 100.00	\$ 800.00
18	SOLID SLAB SOD	4604	SY	\$ 5.00	\$ 23,020.00	\$ 9.00	\$ 41,436.00	\$ 15.00	\$ 69,060.00
19	PRE-INSTALLATION INSPECTION	8171	LF	\$ 20.00	\$ 163,420.00	\$ 8.00	\$ 65,368.00	\$ 10.00	\$ 81,710.00
20	POST-INSTALLATION INSPECTION	8171	LF	\$ 10.00	\$ 81,710.00	\$ 3.00	\$ 24,513.00	\$ 8.00	\$ 65,368.00
21	TESTING	1	LSUM	\$ 7,500.00	\$ 7,500.00	\$ 30,000.00	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00
22	BYPASS PUMPING	1	LSUM	\$ 15,000.00	\$ 15,000.00	\$ 80,000.00	\$ 80,000.00	\$ 75,000.00	\$ 75,000.00
23	TEMPORARY EROSION AND SEDIMENT CONTROL	1	LSUM	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	1	LSUM	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00
25	SPOT REPAIRS	4	EA	\$ 7,500.00	\$ 30,000.00	\$ 18,000.00	\$ 72,000.00	\$ 10,000.00	\$ 40,000.00
27	RIPRAP 18" WITH FILTER BLANKET (TYPE 1-A)	73	CY	\$ 125.00	\$ 9,125.00	\$ 205.00	\$ 14,965.00	\$ 500.00	\$ 36,500.00
ADD ALTERNATE 1 TOTAL				\$ 1,799,465.00	\$ 3,863,692.00	\$ 3,763,631.00			

ADD ALTERNATE 2

ITEM NUMBER	DESCRIPTION	QTY	UNIT	Jordan Contractors, LLC		Orr Construction, Inc.		Timco Blasting & Coatings, Inc	
2	CLEARING & GRUBBING	1	LSUM	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	449	LF	\$ 200.00	\$ 89,800.00	\$ 325.00	\$ 145,925.00	\$ 273.00	\$ 122,577.00
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	3172	LF	\$ 150.00	\$ 475,800.00	\$ 350.00	\$ 1,110,200.00	\$ 263.00	\$ 834,236.00
10	4' DIAMETER MANHOLE, CONSTRUCT	6	EA	\$ 3,000.00	\$ 18,000.00	\$ 8,500.00	\$ 51,000.00	\$ 12,275.00	\$ 73,650.00
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 12,000.00	\$ 12,000.00	\$ 13,275.00	\$ 13,275.00
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	3	EA	\$ 5,000.00	\$ 15,000.00	\$ 12,500.00	\$ 37,500.00	\$ 17,260.00	\$ 51,780.00
13	EXTRA DEPTH MANHOLE	62	VF	\$ 300.00	\$ 18,600.00	\$ 750.00	\$ 46,500.00	\$ 1,410.00	\$ 87,420.00
14	SERVICE CONNECTION	106	EA	\$ 1,500.00	\$ 159,000.00	\$ 2,500.00	\$ 265,000.00	\$ 1,550.00	\$ 164,300.00
15	REMOVE & REPLACE CONCRETE PAVEMENT	12	SY	\$ 250.00	\$ 3,000.00	\$ 350.00	\$ 4,200.00	\$ 175.00	\$ 2,100.00
16	REMOVE & REPLACE ASPHALT PAVEMENT	51	SY	\$ 300.00	\$ 15,300.00	\$ 350.00	\$ 17,850.00	\$ 175.00	\$ 8,925.00
17	REMOVE & REPLACE GRAVEL PAVEMENT	390	SY	\$ 150.00	\$ 58,500.00	\$ 75.00	\$ 29,250.00	\$ 100.00	\$ 39,000.00
18	SOLID SLAB SOD	3009	SY	\$ 5.00	\$ 15,045.00	\$ 9.00	\$ 27,081.00	\$ 15.00	\$ 45,135.00
19	PRE-INSTALLATION INSPECTION	3621	LF	\$ 20.00	\$ 72,420.00	\$ 8.00	\$ 28,968.00	\$ 10.00	\$ 36,210.00
20	POST-INSTALLATION INSPECTION	3621	LF	\$ 10.00	\$ 36,210.00	\$ 3.00	\$ 10,863.00	\$ 8.00	\$ 28,968.00
21	TESTING	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00
22	BYPASS PUMPING	1	LSUM	\$ 7,500.00	\$ 7,500.00	\$ 40,000.00	\$ 40,000.00	\$ 75,000.00	\$ 75,000.00
23	TEMPORARY EROSION AND SEDIMENT CONTROL	1	LSUM	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	1	LSUM	\$ 15,000.00	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00	\$ 80,000.00	\$ 80,000.00
25	SPOT REPAIRS	2	EA	\$ 7,500.00	\$ 15,000.00	\$ 18,000.00	\$ 36,000.00	\$ 10,000.00	\$ 20,000.00
28	6' DIAMETER MANHOLE, REMOVE & REPLACE	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 14,000.00	\$ 14,000.00	\$ 22,650.00	\$ 22,650.00
ADD ALTERNATE 2 TOTAL				\$ 1,055,175.00	\$ 1,968,337.00	\$ 1,792,226.00			

BASE BID + ADD ALTERNATE 1 TOTAL
BASE BID + ADD ALTERNATE 2 TOTAL
BASE BID + ADD ALTERNATE 1 + ADD ALTERNATE 2 TOTAL

Jordan Contractors, LLC	Orr Construction, Inc.	Timco Blasting & Coatings, Inc
\$ 2,838,350.00	\$ 5,781,312.00	\$ 5,920,524.00
\$ 2,094,060.00	\$ 3,885,957.00	\$ 3,949,119.00
\$ 3,893,525.00	\$ 7,749,649.00	\$ 7,712,750.00

Low Bidder
 Calculation Error



December 9, 2025

Shawnee Municipal Authority
Attn: Seth Barkhimer, Assistant City Manager
16 West 9th Street
Shawnee, OK 74801

RE: Shawnee Sanitary Sewer Bursting FY26 – Recommendation for Award

Dear Mr. Barkhimer,

Pursuant to the bid opening held on December 8, 2025, attached please find the bid tabulation for the subject project. The bid opening consisted of three (3) responsive bidders.

The apparent low base bidder for the subject project is Jordan Contractors, LLC with:

Base Bid:	\$1,038,885.00
Add Alternate 1:	\$1,799,465.00
Add Alternate 2:	\$1,055,175.00
Base Bid + Add Alt. 1:	\$2,838,350.00
Base Bid + Add Alt. 2:	\$2,094,060.00
Base Bid + Add Alt. 1 + Add Alt. 2:	\$3,893,525.00

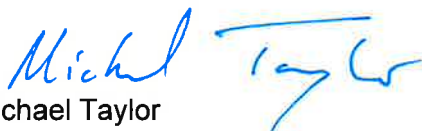
Pursuant to the review of the bid package, bonds, and bid tabulation, the low bid is accurate and complete.

After careful review and consideration, Cowan Group Engineering, LLC recommends the Shawnee Municipal Authority award the **Base Bid + Add Alternate 2**, totaling **\$2,094,060.00** for the subject project, to **Jordan Contractors, LLC**.

Should you have any questions, please contact the undersigned at 405.463.3369.

Sincerely,

COWAN GROUP ENGINEERING, LLC


Michael Taylor
Project Manager

Enclosure (1): Bid Tabulation



Addendum #1

Date: November 13, 2025
Project: City of Shawnee/Shawnee Municipal Authority
Shawnee Sanitary Sewer Bursting FY26
Bid Closing Date: December 8, 2025
Shawnee, Oklahoma

The items contained below now become a part of the referenced contract documents and specifications. Please read the following items and acknowledge receipt (see attached sheet) of this addendum on the proposal form when submitting bids.

- Please fax or e-mail the Acknowledgement Page to Cowan Group Engineering, LLC, at 405-463-3381 or e-mail michael@cowangroup.co, for your company to be included in the bid process.
- If submitting a hard copy bid, bidders shall acknowledge receipt of this Addendum by signing and submitting the Acknowledgement Page with bid. Failure to do so may subject the Bidder to disqualification.
- Please find the attached revised specification documents and contract documents and replace the corresponding outdated documents with them.

BID DOCUMENTS AND SPECIFICATIONS:

The following are modifications to the specifications:

1. The non-mandatory pre-bid conference has been rescheduled to **2:30 pm, CST**, on November 20, 2025 at the City Hall Commission Chambers, 16 W 9th St, Shawnee, OK 74801.

Thank you for your attention. Should you have any questions, please contact the undersigned at 405.463.3369.

Cowan Group Engineering, LLC

Michael Taylor, P.E.
Project Manager



Attachment: Acknowledgement Page

Acknowledgement Page

Addendum #1
November 13, 2025

Project: City of Shawnee/Shawnee Municipal Authority
Shawnee Sanitary Sewer Bursting FY26
Project Number: 25-119
Bid Closing Date: December 8, 2025
Shawnee, Oklahoma

Company: _____

Name: _____

Signature: _____

Title: _____

Date: _____



Addendum #2

Date: December 3, 2025
Project: City of Shawnee/Shawnee Municipal Authority
 Shawnee Sanitary Sewer Bursting FY26
 Bid Closing Date: December 8, 2025
 Shawnee, Oklahoma

The items contained below now become a part of the referenced contract documents and specifications. Please read the following items and acknowledge receipt (see attached sheet) of this addendum on the proposal form when submitting bids.

- Please fax or e-mail the Acknowledgement Page to Cowan Group Engineering, LLC, at 405-463-3381 or e-mail michael@cowangroup.co, for your company to be included in the bid process.
- If submitting a hard copy bid, bidders shall acknowledge receipt of this Addendum by signing and submitting the Acknowledgement Page with bid. Failure to do so may subject the Bidder to disqualification.
- Please find the attached revised specification documents and contract documents and replace the corresponding outdated documents with them.

PLANS:

The following are modifications to the plans:

1. Please see revised Sheet #2.
2. Please see revised Sheet #7.
3. Please see revised Sheet #19.
4. Please see revised Sheet #40.

CLARIFICATIONS:

The following are clarifications per questions received:

1. PVC may be used instead of HDPE along trenched sections of alignments.
2. Gravel pavement repairs may use native backfill from the spring line up to the 1' pavement depth at 95% compaction, at the discretion of the engineer. Please refer to Sheet 51 of the plans for all else.
3. Backwater valves must be added at easement for every service line.

Thank you for your attention. Should you have any questions, please contact the undersigned at 405.463.3369.

Cowan Group Engineering, LLC


 Michael Taylor, P.E.
 Project Manager



Attachment: Acknowledgement Page
 Revised Bid Schedule
 Revised Plan Sheets

Acknowledgement Page

Addendum #2

December 3, 2025

Project: City of Shawnee/Shawnee Municipal Authority
Shawnee Sanitary Sewer Bursting FY26
Project Number: 25-119
Bid Closing Date: December 8, 2025
Shawnee, Oklahoma

Company: _____

Name: _____

Signature: _____

Title: _____

Date: _____

**CITY OF SHAWNEE – SHAWNEE SANITARY SEWER BURSTING FY26
ADDENDUM 2
BID NOTICE: 25-119**

BASE BID

ITEM NO.	ITEM	QUANTITY	UNIT	UNIT COST	TOTAL COST
1	MOBILIZATION	1	LSUM		
2	CLEARING & GRUBBING	1	LSUM		
3	12" HDPE DR-17 SANITARY SEWER (TRENCHING)	387	LF		
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	179	LF		
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	863	LF		
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	675	LF		
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	1269	LF		
8	8" HDPE DR-17 SANITARY SEWER (CASING)	65	LF		
9	18" DUCTILE IRON ENCASEMENT (TRENCH)	65	LF		
10	4' DIAMETER MANHOLE, CONSTRUCT	4	EA		
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	1	EA		
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	8	EA		
13	EXTRA DEPTH MANHOLE	36	VF		
14	SERVICE CONNECTION	52	EA		
15	REMOVE & REPLACE CONCRETE PAVEMENT	63	SY		
16	REMOVE & REPLACE ASPHALT PAVEMENT	34	SY		
17	REMOVE & REPLACE GRAVEL PAVEMENT	50	SY		
18	SOLID SLAB SOD	1747	SY		
19	PRE-INSTALLATION INSPECTION	3437	LF		
20	POST-INSTALLATION INSPECTION	3437	LF		
21	TESTING	1	LSUM		
22	BYPASS PUMPING	1	LSUM		
23	TEMPORARY EROSION AND SEDIMENT CONTROL	1	LSUM		
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	1	LSUM		
25	SPOT REPAIRS	2	EA		
26	CONCRETE LINER REPAIR	1	LSUM		

TOTAL BASE BID \$ _____

TOTAL BASE BID IN WORDS _____

CITY OF SHAWNEE – SHAWNEE SANITARY SEWER BURSTING FY26

BID NOTICE: 25-119

ADD ALTERNATE 1

ITEM NO.	ITEM	QUANTITY	UNIT	UNIT COST	TOTAL COST
2	CLEARING & GRUBBING	1	LSUM		
3	12" HDPE DR-17 SANITARY SEWER (TRENCHING)	336	LF		
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	468	LF		
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	3386	LF		
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	1148	LF		
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	2834	LF		
10	4' DIAMETER MANHOLE, CONSTRUCT	8	EA		
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	11	EA		
13	EXTRA DEPTH MANHOLE	79	VF		
14	SERVICE CONNECTION	148	EA		
15	REMOVE & REPLACE CONCRETE PAVEMENT	35	SY		
16	REMOVE & REPLACE ASPHALT PAVEMENT	474	SY		
17	REMOVE & REPLACE GRAVEL PAVEMENT	8	SY		
18	SOLID SLAB SOD	4604	SY		
19	PRE-INSTALLATION INSPECTION	8171	LF		
20	POST-INSTALLATION INSPECTION	8171	LF		
21	TESTING	1	LSUM		
22	BYPASS PUMPING	1	LSUM		
23	TEMPORARY EROSION AND SEDIMENT CONTROL	1	LSUM		
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	1	LSUM		
25	SPOT REPAIRS	4	EA		
27	RIPRAP 18" WITH FILTER BLANKET (TYPE 1-A)	73	CY		

TOTAL ADD ALTERNATE 1 \$ _____

TOTAL ADD ALTERNATE 1 IN WORDS _____

CITY OF SHAWNEE – SHAWNEE SANITARY SEWER BURSTING FY26

BID NOTICE: 25-119

ADD ALTERNATE 2

ITEM NO.	ITEM	QUANTITY	UNIT	UNIT COST	TOTAL COST
2	CLEARING & GRUBBING	1	LSUM		
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	449	LF		
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	3172	LF		
10	4' DIAMETER MANHOLE, CONSTRUCT	6	EA		
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	1	EA		
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	3	EA		
13	EXTRA DEPTH MANHOLE	62	VF		
14	SERVICE CONNECTION	106	EA		
15	REMOVE & REPLACE CONCRETE PAVEMENT	12	SY		
16	REMOVE & REPLACE ASPHALT PAVEMENT	51	SY		
17	REMOVE & REPLACE GRAVEL PAVEMENT	390	SY		
18	SOLID SLAB SOD	3009	SY		
19	PRE-INSTALLATION INSPECTION	3621	LF		
20	POST-INSTALLATION INSPECTION	3621	LF		
21	TESTING	1	LSUM		
22	BYPASS PUMPING	1	LSUM		
23	TEMPORARY EROSION AND SEDIMENT CONTROL	1	LSUM		
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	1	LSUM		
25	SPOT REPAIRS	2	EA		
28	6' DIAMETER MANHOLE, REMOVE & REPLACE	1	EA		

TOTAL ADD ALTERNATE 2 \$ _____

TOTAL ADD ALTERNATE 2 IN WORDS _____

TOTAL BASE BID + ADD ALTERNATE 1 \$ _____

TOTAL BASE BID + ADD ALTERNATE 1 IN WORDS _____

TOTAL BASE BID + ADD ALTERNATE 2 \$ _____

TOTAL BASE BID + ADD ALTERNATE 2 IN WORDS _____

TOTAL BASE BID + ADD ALTERNATE 1 + ADD ALTERNATE 2 \$ _____

TOTAL BASE BID + ADD ALTERNATE 1 + ADD ALTERNATE 2 IN WORDS _____

ALL ITEMS TO INCLUDE ALL APPURTENANCES NECESSARY TO PROVIDE A COMPLETE AND OPERABLE SYSTEM AS DESCRIBED IN THE PLANS AND SPECIFICATIONS.

SUMMARY OF QUANTITIES

BASE BID - LINE 1-6, 8, 9, 11, 13					
ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	AS-BUILT
1	MOBILIZATION		LSUM	1	
2	CLEARING & GRUBBING		LSUM	1	
3	12" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	387	
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(3)	LF	179	
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	863	
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(3)	LF	675	
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	1269	
8	8" HDPE DR-17 SANITARY SEWER (CASING)		LF	65	
9	18" DUCTILE IRON ENCASEMENT (TRENCH)	(3)	LF	65	
10	4' DIAMETER MANHOLE, CONSTRUCT	(1)(3)(5)(6)(7)	EA	4	
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	1	
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	8	
13	EXTRA DEPTH MANHOLE		VF	36	
14	SERVICE CONNECTION		EA	52	
15	REMOVE & REPLACE CONCRETE PAVEMENT	(9)	SY	63	
16	REMOVE & REPLACE ASPHALT PAVEMENT		SY	34	
17	REMOVE & REPLACE GRAVEL PAVEMENT		SY	50	
18	SOLID SLAB SOD	(1)	SY	1747	
19	PRE-INSTALLATION INSPECTION	(11)	LF	3437	
20	POST-INSTALLATION INSPECTION	(12)	LF	3437	
21	TESTING		LSUM	1	
22	BYPASS PUMPING		LSUM	1	
23	TEMPORARY EROSION AND SEDIMENT CONTROL	(14)	LSUM	1	
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	(15)	LSUM	1	
25	SPOT REPAIRS	(13)	EA	2	
26	CONCRETE LINER REPAIR	(16)	LSUM	1	

ADD ALTERNATE 1 - LINE 10, 12, 14-15, 17-21

ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	AS-BUILT
2	CLEARING & GRUBBING		LSUM	1	
3	12" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	336	
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(3)	LF	468	
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	3386	
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(3)	LF	1148	
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	2834	
10	4' DIAMETER MANHOLE, CONSTRUCT	(1)(3)(5)(6)(7)	EA	8	
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	11	
13	EXTRA DEPTH MANHOLE		VF	79	
14	SERVICE CONNECTION		EA	148	
15	REMOVE & REPLACE CONCRETE PAVEMENT	(9)	SY	35	
16	REMOVE & REPLACE ASPHALT PAVEMENT		SY	474	
17	REMOVE & REPLACE GRAVEL PAVEMENT		SY	8	
18	SOLID SLAB SOD	(1)	SY	4604	
19	PRE-INSTALLATION INSPECTION	(11)	LF	8171	
20	POST-INSTALLATION INSPECTION	(12)	LF	8171	
21	TESTING		LSUM	1	
22	BYPASS PUMPING		LSUM	1	
23	TEMPORARY EROSION AND SEDIMENT CONTROL	(14)	LSUM	1	
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	(15)	LSUM	1	
25	SPOT REPAIRS	(13)	EA	5	
27	RIPRAP 18" WITH FILTER BLANKET (TYPE 1-A)		CY	73	

ADD ALTERNATE 2 - LINE 4, 5, 9, 16

ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	AS-BUILT
2	CLEARING & GRUBBING		LSUM	1	
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	449	
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	3172	
10	4' DIAMETER MANHOLE, CONSTRUCT	(1)(3)(5)(6)(7)	EA	6	
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	1	
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	3	
13	EXTRA DEPTH MANHOLE		VF	62	
14	SERVICE CONNECTION		EA	106	
15	REMOVE & REPLACE CONCRETE PAVEMENT		SY	12	
16	REMOVE & REPLACE ASPHALT PAVEMENT	(9)	SY	51	
17	REMOVE & REPLACE GRAVEL PAVEMENT		SY	390	
18	SOLID SLAB SOD		SY	3009	
19	PRE-INSTALLATION INSPECTION	(1)	LF	3621	
20	POST-INSTALLATION INSPECTION	(11)	LF	3621	
21	TESTING	(12)	LSUM	1	
22	BYPASS PUMPING		LSUM	1	
23	TEMPORARY EROSION AND SEDIMENT CONTROL		LSUM	1	
24	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	(14)	LSUM	1	
25	SPOT REPAIRS	(15)	EA	2	
28	6' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	1	

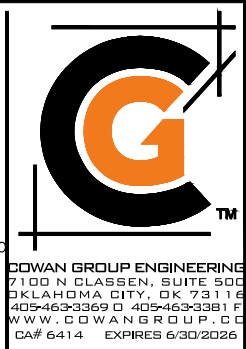
GENERAL CONSTRUCTION NOTES

- ALL CONSTRUCTION SHALL BE IN STRICT ACCORDANCE WITH CURRENT CITY STANDARDS AND SPECIFICATIONS AND THE REQUIREMENTS OF THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY AND SHALL BE UNDER THE STRICT SUPERVISION OF THE CITY ENGINEER OF THE CITY OF SHAWNEE.
- ANY CONSTRUCTION ITEMS THAT ARE NOT LISTED IN THE SUMMARY OF QUANTITIES SHALL BE CONSIDERED INCIDENTAL CONSTRUCTION ITEMS. THE COST OF INCIDENTAL CONSTRUCTION ITEMS SHALL BE INCLUDED IN THE COST OF OTHER BID ITEMS.
- ANY CONSTRUCTION PROCEDURES NOT COVERED IN THE PLANS AND SPECIFICATIONS WILL BE EXECUTED IN ACCORDANCE WITH PROPER CONSTRUCTION TECHNIQUES AND SHALL BE APPROVED BY THE ENGINEER.
- CONTRACTOR SHALL PROVIDE BONDS AND PROOF OF INSURANCE IN ACCORDANCE WITH THE LOCAL REQUIREMENTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING AND COORDINATING WITH ALL PUBLIC AND/OR PRIVATE UTILITY COMPANIES IN THE VICINITY OF CONSTRUCTION.
- CONSTRUCTION STAKING AND TESTING SHALL BE PROVIDED BY THE CONTRACTOR.
- THE CONTRACTOR SHALL GIVE ALL PROPERTY OWNERS AND/OR TENANTS OF DEVELOPED PROPERTY DIRECTLY ABUTTING CONSTRUCTION OF THIS PROJECT MINIMUM OF TEN (10) DAYS NOTICE PRIOR TO START OF CONSTRUCTION.
- EXISTING UTILITIES AND THEIR LOCATIONS, AS SHOWN ON THE PLANS REPRESENT THE BEST INFORMATION OBTAINABLE FOR DESIGN. LOCATION INFORMATION HAS BEEN OBTAINED FROM THE VARIOUS UTILITY COMPANIES AND IS EITHER FROM COMPANY RECORD DRAWINGS OR COMPANY PROVIDED FIELD LOCATIONS. THE PLAN LOCATIONS SHOWN ARE NOT GUARANTEED. ADDITIONAL EXISTING UTILITIES MAY ALSO BE ENCOUNTERED.
- RUBBLE FROM THE REMOVAL OF MISCELLANEOUS STRUCTURES AND EXCESS EXCAVATION WHICH IS TO BE WASTED ON SITES TO BE PROVIDED BY THE CONTRACTOR. THESE SITES SHALL BE APPROVED BY THE ENGINEER AS TO SUITABILITY. ALL DISPOSAL SITES MUST BE APPROVED BY THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY. MATERIAL EITHER STOCKPILED OR DISPOSED OF IN A FLOOD PLAIN SHALL REQUIRE THE NECESSARY PERMITS. ANY MATERIAL DUMPED IN THE WATERS OF THE UNITED STATES OR WETLANDS IS SUBJECT TO U.S. CORP OF ENGINEERS PERMITTING REGULATIONS. ANY MATERIAL BURIED OR STOCKPILED BEYOND APPROVED CONSTRUCTION LIMITS WOULD REQUIRE ADDITIONAL ARCHAEOLOGICAL INVESTIGATIONS AND STATE APPROVAL.
- TEMPORARY EROSION AND SEDIMENT CONTROL SHALL CONSIST OF TEMPORARY MEASURES WITHIN THE PROJECT LIMITS AND MINIMIZE POLLUTION OF RIVERS, STREAMS, AND PRIVATE PROPERTIES. SUCH MEASURES MAY INCLUDE BERMS, DIKES, SLOPE DRAINS, BALE BARRIERS, SEDIMENT FILTERS, SEDIMENT BASINS, MULCHES, AND GRASSES. ALL UNPAVED AND DISTURBED AREAS SHALL RECEIVE SOLID SLAB SOD TREATMENT IN ACCORDANCE WITH SECTION 31 25 00 OF THE PROJECT SPECIFICATIONS.
- A COPY OF THE EROSION CONTROL SITE PLANS AND THE STORM WATER POLLUTION PREVENTION PLAN MUST BE ON SITE AT ALL TIMES AND MADE AVAILABLE TO THE INSPECTOR UPON REQUEST. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, REPAIR, AND REPLACEMENT OF ALL EROSION CONTROL DEVICES DAMAGED DUE TO CONSTRUCTION.
- SEDIMENT CONTROLS TO BE MAINTAINED BY CONTRACTOR UNTIL ALL DISTURBED AREAS ARE PERMANENTLY RE-ESTABLISHED. CONTRACTOR SHALL FILE PROPER NOTICE OF INTENT (NOI) AND NOTICE OF TERMINATION (NOT) PERMITS AS REQUIRED.
- NOTICE OF INTENT (NOI) IS REQUIRED PRIOR TO ANY AND ALL LAND DISTURBING ACTIVITIES.
- STORM WATER DISCHARGE PERMIT IS REQUIRED BEFORE ANY LAND ACTIVITIES CAN BEGIN.
- CLEARING AND GRUBBING SHALL INCLUDE ANY TREE REMOVAL IN THE PATH OF CONSTRUCTION.
- THE CONTRACTOR SHALL AVOID TREE DAMAGE IF AT ALL POSSIBLE AND SHALL PRUNE ALL ROOTS DAMAGED DURING CONSTRUCTION ACTIVITIES.
- CONTRACTOR IS RESPONSIBLE FOR PROMPT REPLACEMENT OF ANY FENCE DISTURBED DURING CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REPLACEMENT AND/OR REPAIR OF ALL TRAFFIC CONTROL DEVICES AND APPURTENANCES DAMAGED OR DISTURBED DUE TO CONSTRUCTION.
- GRAVITY SEWERS DEFLECTION TESTING:** DEFLECTION TESTS SHALL BE IN ACCORDANCE WITH OAC 252:656-5-5(A). PERFORM DEFLECTION TESTS ON ALL FLEXIBLE PIPE AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS. DEFLECTION MUST NOT EXCEED 5%. TESTS MUST BE RUN USING A RIGID BALL OR MANDREL WITH A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE TAKING INTO ACCOUNT MANUFACTURING TOLERANCES. TESTS MUST BE PERFORMED WITHOUT MECHANICAL PULLING DEVICES. TESTING MUST MEET ASTM D2321.

PAY QUANTITY NOTES

- ALL DISTURBED AREAS SHALL BE SODED WITH SOLID SLAB PER CITY OF SHAWNEE STANDARD SPECIFICATIONS, INCLUDES WATER AT 40 GALLONS PER S.Y. AND FERTILIZE PER CITY STANDARD. THE CITY OF SHAWNEE TO PAY PLAN QUANTITIES ONLY, ANY EXCESS WILL BE RESPONSIBILITY OF CONTRACTOR.
- HDPE PIPE SHALL HAVE AN ENTIRELY LIGHT COLOR (NATURAL, WHITE, GREEN, ETC.) INSIDE SURFACE TO ALLOW LIGHT REFLECTION FOR ROBOTIC TELEVISION INSPECTIONS AND SHALL CONFORM TO DIPS PIPE SIZING WITH A DR RATING OF 17. FUSED JOINTS SHALL HAVE INTERNAL BURRS REMOVED TO PREVENT SOLIDS FROM ACCUMULATING.
- QUANTITY INCLUDES DEWATERING AND STANDARD BEDDING MATERIAL. ANY AND ALL ROCK EXCAVATION.
- QUANTITY INCLUDES MARKING TAPE.
- EXTERNAL MANHOLE SECTION JOINTS SHALL BE SEALED WITH A 9-INCH WIDE WRAP. WRAP SHALL BE INFI-SHIELD GATOR WRAP BY SEALING SYSTEM INC. OR WRAPIDSEAL BY CANUSA. SLEEVE SHALL BE INSTALLED PER THE MANUFACTURER'S RECOMMENDATION.
- MANHOLE GRADE ADJUSTMENTS FOR MANHOLE RINGS WHICH REQUIRE LEVEL ADJUSTMENTS TO GRADE ARE INCIDENTAL AND SHALL BE INCLUDED IN COSTS.
- STANDARD DEPTH FOR ALL MANHOLES SHALL BE 6'. BID ITEM SHALL INCLUDE ANY NECESSARY GRAVEL REMOVAL & REPLACEMENT.
- MANHOLE GRADE ADJUSTMENTS FOR MANHOLE RINGS WHICH REQUIRE LEVEL ADJUSTMENTS TO GRADE ARE INCIDENTAL AND SHALL BE INCLUDED IN COSTS.
- CONCRETE USED FOR DRIVE REPLACEMENT AND PAVING PATCH SHALL BE 4,000 PSI HIGH EARLY STRENGTH CONCRETE.
- APPLIES TO ALL SERVICE RECONNECTIONS REGARDLESS OF SIZE, MATERIAL, OR LENGTH. INCLUDES MATERIAL AND LABOR FOR THE REROUTING OF SERVICE LINES TO THE TRUNK LINE ON ALL NEW AND/OR REPLACED MANHOLES. SERVICE RECONNECTIONS SHALL INCLUDE A BACKFLOW PREVENTER AT THE EASEMENT OR R.O.W. LINE AND SHALL BE INCIDENTAL TO THE COST OF THIS ITEM.
- CONTRACTOR TO TELEVISION INSPECT EXISTING LINES PRIOR TO CONSTRUCTION TO VERIFY SERVICE LINE PIPE SIZE. AND LOCATION. COST SHALL INCLUDE CLEANING EXPENSES.
- IF PRE-INSTALLATION VIDEO REVEALS A SAG IN THE EXISTING SEWER THAT IS GREATER THAN ONE-HALF THE DIAMETER OF THE EXISTING PIPE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO INSTALL THE REPLACEMENT PIPE TO RESULT IN AN ACCEPTABLE GRADE WITHOUT THE SAG.
- TO BE USED IN 20FT INCREMENTS FOR ANY SAGS FOUND DURING PRE INSTALLATION VIDEO INSPECTION, AS COORDINATED WITH THE ENGINEER.
- TEMPORARY EROSION AND SEDIMENT CONTROL SHALL CONSIST OF TEMPORARY MEASURES WITHIN THE PROJECT LIMITS AND MINIMIZE POLLUTION OF RIVERS, STREAMS, AND PRIVATE PROPERTIES. SUCH MEASURES MAY INCLUDE BERMS, DIKES, SLOPE DRAINS, BALE BARRIERS, SEDIMENT FILTERS, SEDIMENT BASINS, MULCHES, AND GRASSES. ALL UNPAVED AND DISTURBED AREAS SHALL RECEIVE SOLID SLAB SOD TREATMENT IN ACCORDANCE WITH SECTION 31 25 00 OF THE PROJECT SPECIFICATIONS.
- CONSTRUCTION SIGNING AND TRAFFIC CONTROL SHALL CONSIST OF FURNISHING AND ERECTING SIGNS, LIGHTS, BARRICADES AND DEVICES IN ACCORDANCE WITH CITY STANDARD SPECS AND MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- REPAIR SQUARE CONCRETE/STONE CHANNEL LINER TO PREVIOUS CONDITION. **2**

- GRAVITY SEWERS LEAKAGE TESTING:** LEAKAGE TESTS SHALL BE IN ACCORDANCE WITH OAC 252:656-5-5(B). LEAKAGE TESTS ARE REQUIRED FOR ALL GRAVITY LINES. HYDROSTATIC TESTS MUST USE A 2-FOOT TEST HEAD AND LEAKAGE INWARD OR OUTWARD MUST NOT EXCEED 10 GALLONS PER INCH OF PIPE DIAMETER PER MILE PER DAY. THE PROCEDURES LISTED IN THE HANDBOOK OF PVC PIPE, UNI-BELL PVC PIPE ASSOCIATION, 2001 MAY BE USED FOR PVC PIPE. AN AIR TEST RESULT MUST ASSURE A LEAKAGE LIMIT EQUIVALENT TO THE HYDROSTATIC TEST LIMIT. TESTING MUST MEET ASTM F1417.
- MANHOLE LEAKAGE TESTING:** LEAKAGE TESTS SHALL BE IN ACCORDANCE WITH OAC 252:656-5-4(C)(7). TEST THE INSTALLED MANHOLE FOR LEAKAGE IN ACCORDANCE WITH ASTM C1244. THE MANHOLE IS ACCEPTABLE IF THE TIME FOR THE VACUUM READING TO DROP FROM 10 IN. HG TO 9 IN. HG MEETS OR EXCEEDS THE VALUES INDICATED IN ASTM C1244.
- HORIZONTAL SEPARATION. SANITARY SEWERS SHALL BE AT LEAST:
 - 50 FEET FROM PETROLEUM PRODUCT TANKS UNLESS CONSTRUCTED OF DUCTILE IRON PIPE WHICH SHALL BE NO CLOSER THAN 10 FEET (JOINT MATERIAL SHALL BE RESISTANT TO PETROLEUM PRODUCTS);
 - 300 FEET FROM A PUBLIC WATER SUPPLY WELL;
 - 50 FEET FROM A PRIVATE WATER WELL;
 - 10 FEET FROM ANY EXISTING OR PROPOSED WATER MAIN; AND
 - 5 FEET FROM ELECTRICAL LINES AND PETROLEUM LINES.
- VERTICAL SEPARATION (CROSSINGS). SANITARY SEWERS AND SEWER SERVICE LINES SHALL CROSS AT LEAST 24 INCHES ABOVE OR BELOW WATER MAINS, AND THE CROSSING SECTION CENTERED SO THAT THE JOINTS WILL BE AS FAR AS POSSIBLE FROM THE WATER MAINS.
- WHEN IT IS IMPOSSIBLE TO OBTAIN PROPER HORIZONTAL AND VERTICAL SEPARATION AS REQUIRED, DESIGN AND CONSTRUCT THE OTHER LINE EQUAL TO WATER PIPE AND PRESSURE TEST IT TO ASSURE WATER TIGHTNESS OF JOINTS ADJACENT TO THE WATER LINE PRIOR TO BACKFILLING.
- TRENCHING WILL BE BACKFILLED WITH ROCK UNDER ALL PAVED AREAS AND COMPACTED BY WATER-JETTING. THE CONTRACTOR SHALL BE PAID FOR THE CALCULATED QUANTITY OF SAND REQUIRED TO BACKFILL TRENCHES AS ESTABLISHED BY THE CITY OF SHAWNEE STANDARDS AND SPECIFICATIONS FOR TRENCH WIDTH. IF THE CONTRACTOR OVER CUTS THE TRENCH, THE ADDITIONAL SAND WILL BE TREATED AS INCIDENTAL CONSTRUCTION AND WILL BE AT THE CONTRACTOR'S EXPENSE.
- ALL EMBANKMENTS AND BACKFILL SHALL MEET THE STANDARD SPECIFICATION. REMOVE ALL STONES FOUND IN THE TRENCH TO A DEPTH OF AT LEAST 6 INCHES BELOW THE BOTTOM OF THE PIPE.
- CONTRACTOR SHALL CONSTRUCT ALL MANHOLES IN ACCORDANCE TO THE MANHOLE SCHEDULES ON SHEET 3 PER SPECIFICATIONS 33 01 30 & 33 05 61. RIM ELEVATIONS AND SURFACE SHOWN IN ALL PROFILE VIEWS ARE APPROXIMATE AND SHALL NOT BE CONSIDERED FINAL GRADE.
- ALL MANHOLE RIMS SHALL BE 6-INCHES ABOVE SURROUNDING GRADE UNLESS LOCATED IN LOW-LYING AREA SUBJECT TO FLOODING SPECIFIED BY ENGINEER.
- CONTRACTOR SHALL ABANDON MANHOLES AS PER THE CITY OF SHAWNEE STANDARDS.
- THE CONTRACTOR SHALL SATISFY HIMSELF AS TO THE ACCURACY OF ALL MEASUREMENTS PRIOR TO CONSTRUCTION OF ANY PERMANENT STRUCTURE.
- SHOP DRAWINGS FOR ALL PIPE MATERIALS INCLUDING BUT NOT LIMITED TO VALVES, FITTINGS, AND PIPE SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL BEFORE CONSTRUCTION BEGINS.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING TRAFFIC CONTROL IN ACCORDANCE WITH FEDERAL HIGHWAY ADMINISTRATION MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REPLACEMENT AND/OR REPAIR OF ALL TRAFFIC CONTROL DEVICES AND APPURTENANCES DAMAGED OR DISTURBED DUE TO CONSTRUCTION. COST OF TRAFFIC CONTROL SHALL BE CONSIDERED INCIDENTAL AND INCLUDED IN THE COST OF OTHER BID ITEMS.
- CONSTRUCTION SIGNING AND TRAFFIC CONTROL SHALL CONSIST OF FURNISHING AND ERECTING SIGNS, LIGHTS, BARRICADES, AND DEVICES IN ACCORDANCE WITH CITY STANDARD SPECS AND MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- CONTRACTOR TO PHOTOGRAPH EACH MANHOLE PRIOR TO, AND AFTER REHABILITATION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR REROUTING ANY SERVICE LINE FOUND IN MANHOLES TO THE SEWER MAIN.



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
POTTAWATOMIE COUNTY, OKLAHOMA

GENERAL NOTES & PAY QUANTITIES

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	December 2025

REVISIONS
ADDENDUM NO. 2 12/3/2025
SHEET NUMBER

Wednesday, December 3, 2025 9:14:04 AM

G:\PROJECTS\25-119 SHAWNEE SEWER BURSTING FY26\CAD\SWA\25-119 GENERAL NOTES & PAY QUANTITIES.DWG



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 | F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

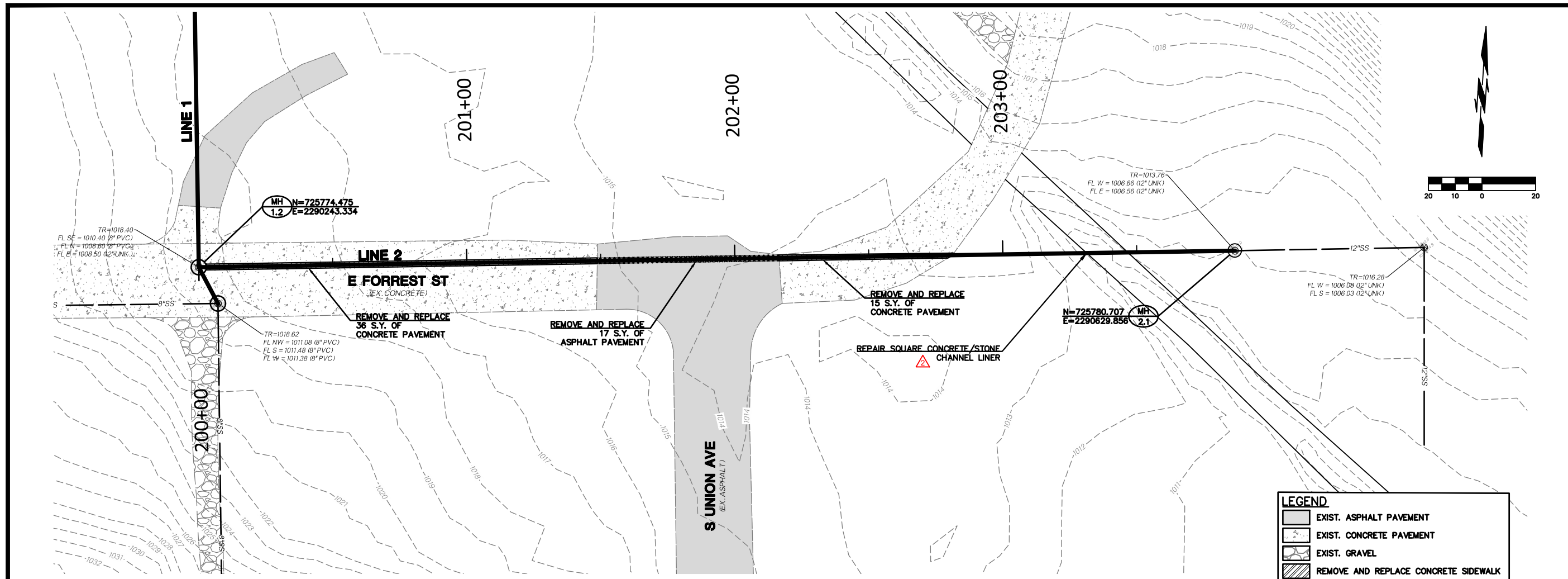
SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 2 PLAN & PROFILE

DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

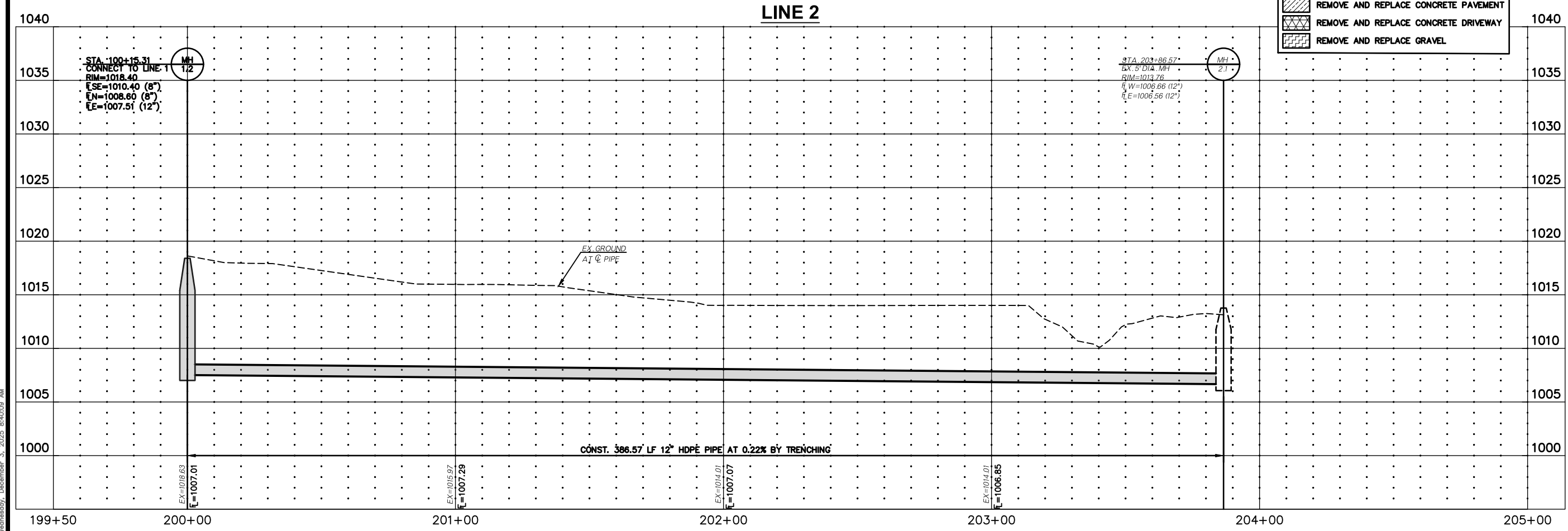
REVISIONS
 ADDENDUM NO. 2 12/3/2025

SHEET NUMBER
 7



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL

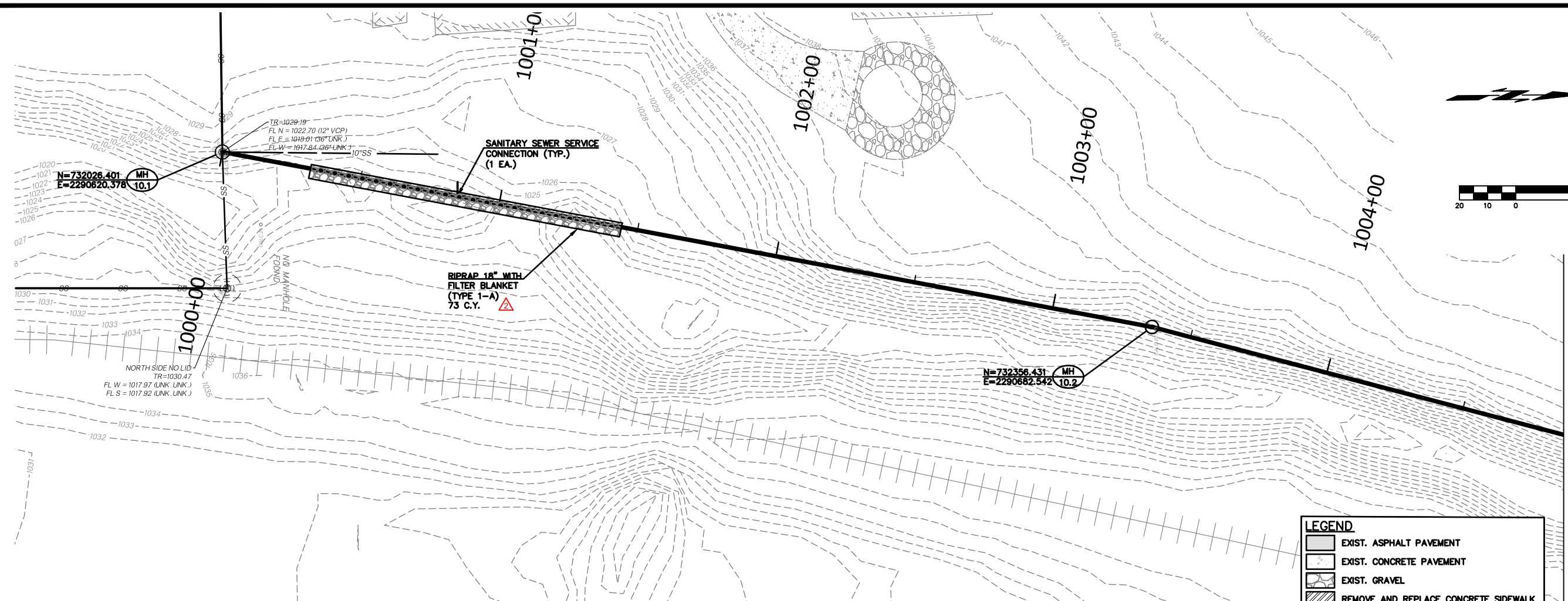
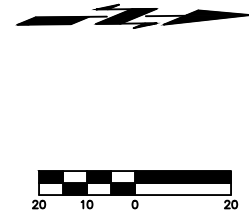


Wednesday, December 3, 2025 8:40:09 AM

G:\PROJECTS\25-119 SHAWNEE SEWER BURSTING FY26\CAD\SWA\25-119 LINE 2 PLAN & PROFILE.DWG

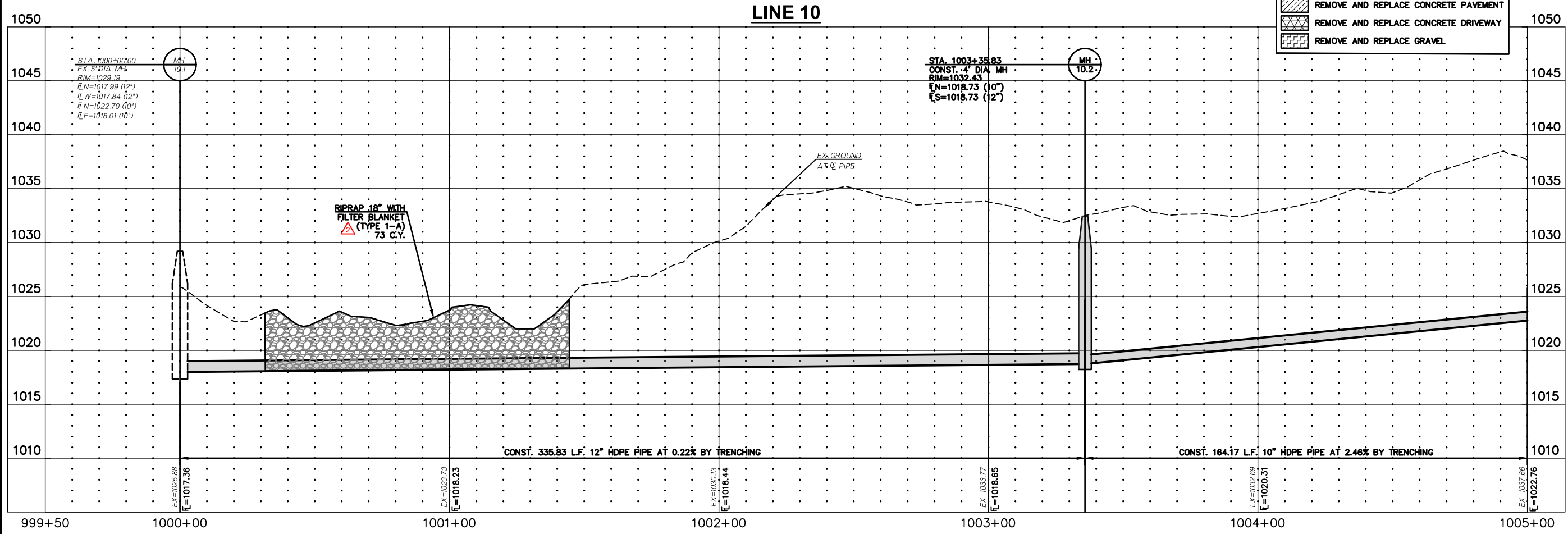


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

[Symbol]	EXIST. ASPHALT PAVEMENT
[Symbol]	EXIST. CONCRETE PAVEMENT
[Symbol]	EXIST. GRAVEL
[Symbol]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Symbol]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Symbol]	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 10 PLAN & PROFILE (1 OF 3)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

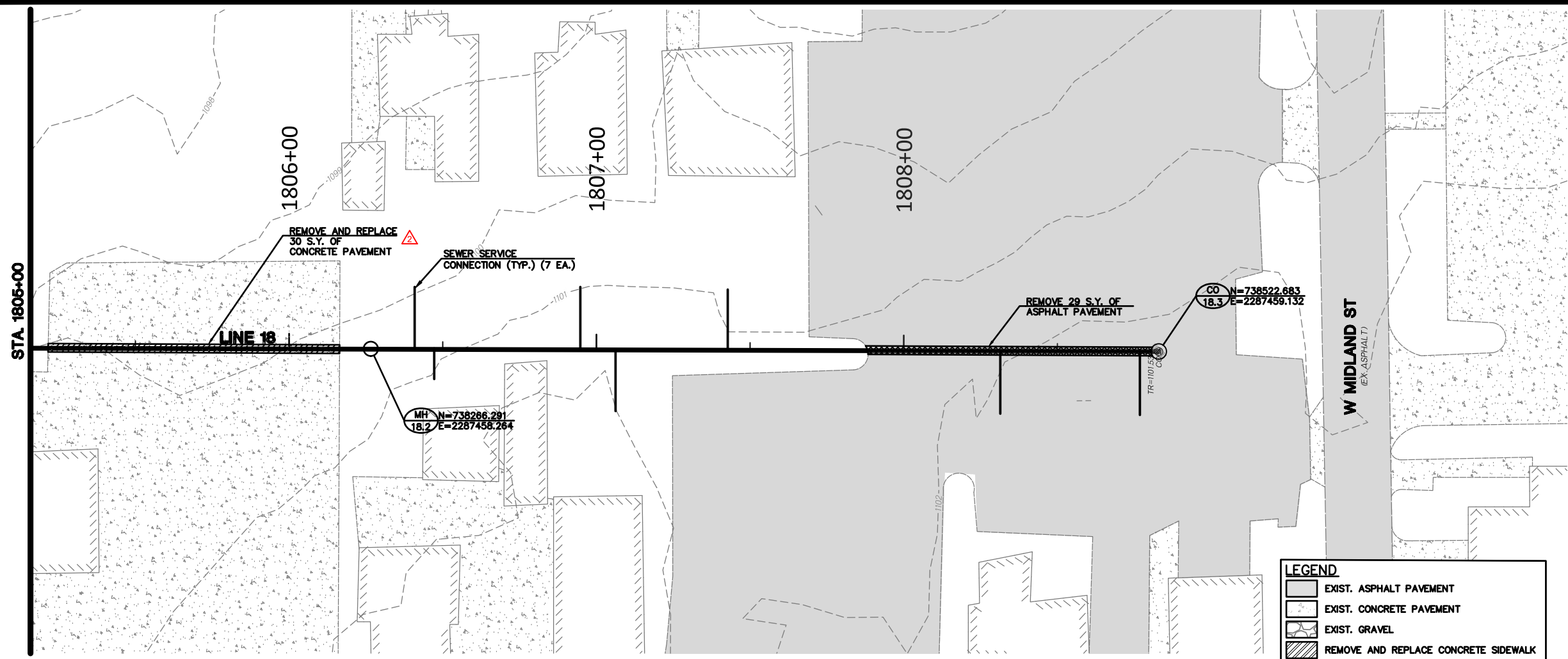
REVISIONS

ADDENDUM NO. 2	12/3/2025
----------------	-----------

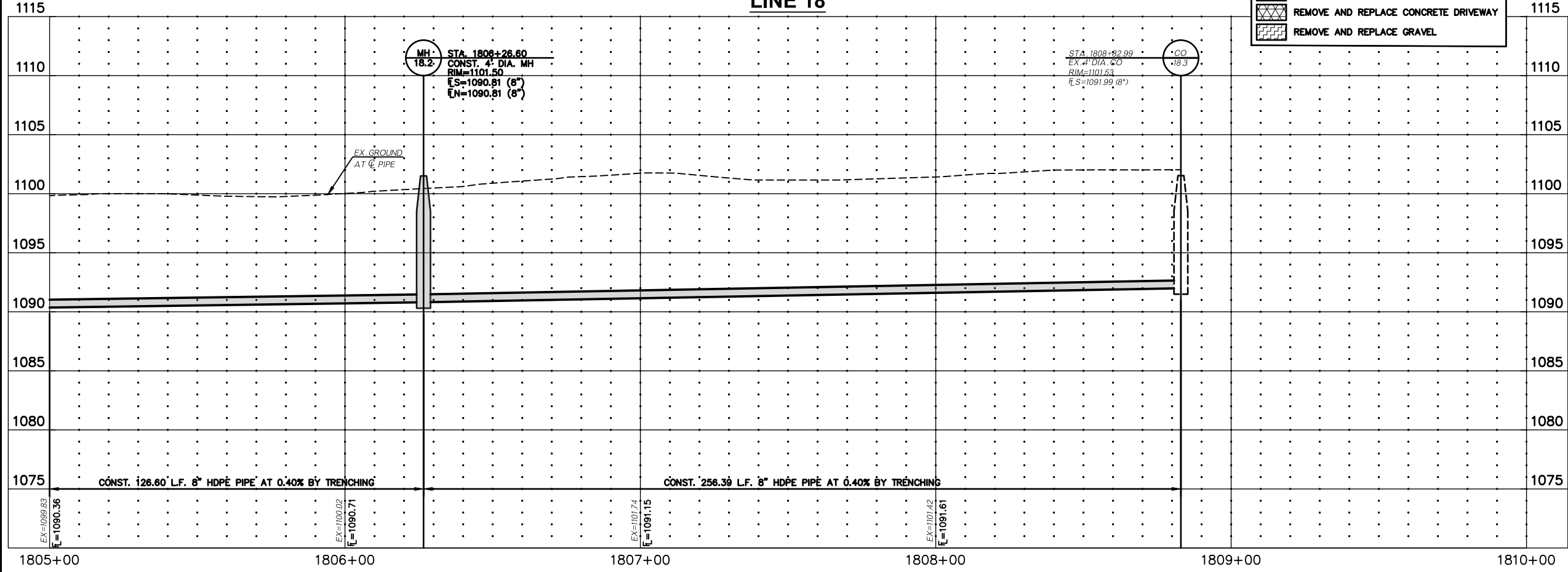
SHEET NUMBER 19



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LINE 18



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 18 PLAN & PROFILE (2 OF 2)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS
ADDENDUM NO. 2 12/3/2025

SHEET NUMBER
 40

PLAN OF PROPOSED SHAWNEE SANITARY SEWER BURSTING FY26

FOR
CITY OF SHAWNEE
SECTIONS 1, 10, 24 T-10-N, R-3-E I.M.
SECTIONS 7, 18, 19 T-10-N, R-4-E I.M.



COWAN GROUP ENGINEERING
7100 N. CLASSEN, SUITE 500
OKLAHOMA CITY, OK 73116
405-463-3369 • 405-463-3381 F
WWW.COWANGROUP.COM
CA# 6414 EXPIRES 6/30/2026

SHEET NO.	DRAWING
1	TITLE SHEET
2	GENERAL NOTES & PAY QUANTITIES
3	MANHOLE SCHEDULE
4	OVERALL MAP (NORTH)
5	OVERALL MAP (SOUTH)
6	LINE 1 PLAN & PROFILE
7	LINE 2 PLAN & PROFILE
8	LINE 3 PLAN & PROFILE
9	LINE 4 PLAN & PROFILE (1 OF 2)
10	LINE 4 PLAN & PROFILE (2 OF 2)
11	LINE 5 PLAN & PROFILE (1 OF 4)
12	LINE 5 PLAN & PROFILE (2 OF 4)
13	LINE 5 PLAN & PROFILE (3 OF 4)
14	LINE 5 PLAN & PROFILE (4 OF 4)
15	LINE 6 PLAN & PROFILE (1 OF 2)
16	LINE 6 PLAN & PROFILE (2 OF 2)
17	LINE 8 PLAN & PROFILE
18	LINE 9 PLAN & PROFILE
19	LINE 10 PLAN & PROFILE (1 OF 3)
20	LINE 10 PLAN & PROFILE (2 OF 3)
21	LINE 10 PLAN & PROFILE (3 OF 3)
22	LINE 11 PLAN & PROFILE (1 OF 3)
23	LINE 11 PLAN & PROFILE (2 OF 3)
24	LINE 11 PLAN & PROFILE (3 OF 3)
25	LINE 12 PLAN & PROFILE (1 OF 3)
26	LINE 12 PLAN & PROFILE (2 OF 3)
27	LINE 12 PLAN & PROFILE (3 OF 3)
28	LINE 13 PLAN & PROFILE
29	LINE 14 PLAN & PROFILE (1 OF 3)
30	LINE 14 PLAN & PROFILE (2 OF 3)
31	LINE 14 PLAN & PROFILE (3 OF 3)
32	LINE 15 PLAN & PROFILE (1 OF 2)
33	LINE 15 PLAN & PROFILE (2 OF 2)
34	LINE 16 PLAN & PROFILE (1 OF 2)
35	LINE 16 PLAN & PROFILE (2 OF 2)
36	LINE 17 PLAN & PROFILE (1 OF 3)
37	LINE 17 PLAN & PROFILE (2 OF 3)
38	LINE 17 PLAN & PROFILE (3 OF 3)
39	LINE 18 PLAN & PROFILE (1 OF 2)
40	LINE 18 PLAN & PROFILE (2 OF 2)
41	LINE 19 PLAN & PROFILE (1 OF 2)
42	LINE 19 PLAN & PROFILE (2 OF 2)
43	LINE 20 PLAN & PROFILE (1 OF 2)
44	LINE 20 PLAN & PROFILE (2 OF 2)
45	LINE 21 PLAN & PROFILE
46	SANITARY SEWER DETAIL (1 OF 8)
47	SANITARY SEWER DETAIL (2 OF 8)
48	SANITARY SEWER DETAIL (3 OF 8)
49	SANITARY SEWER DETAIL (4 OF 8)
50	SANITARY SEWER DETAIL (5 OF 8)
51	SANITARY SEWER DETAIL (6 OF 8)
52	SANITARY SEWER DETAIL (7 OF 8)
53	SANITARY SEWER DETAIL (8 OF 8)
54	EROSION CONTROL DETAIL

SURVEY CONTROL DATA

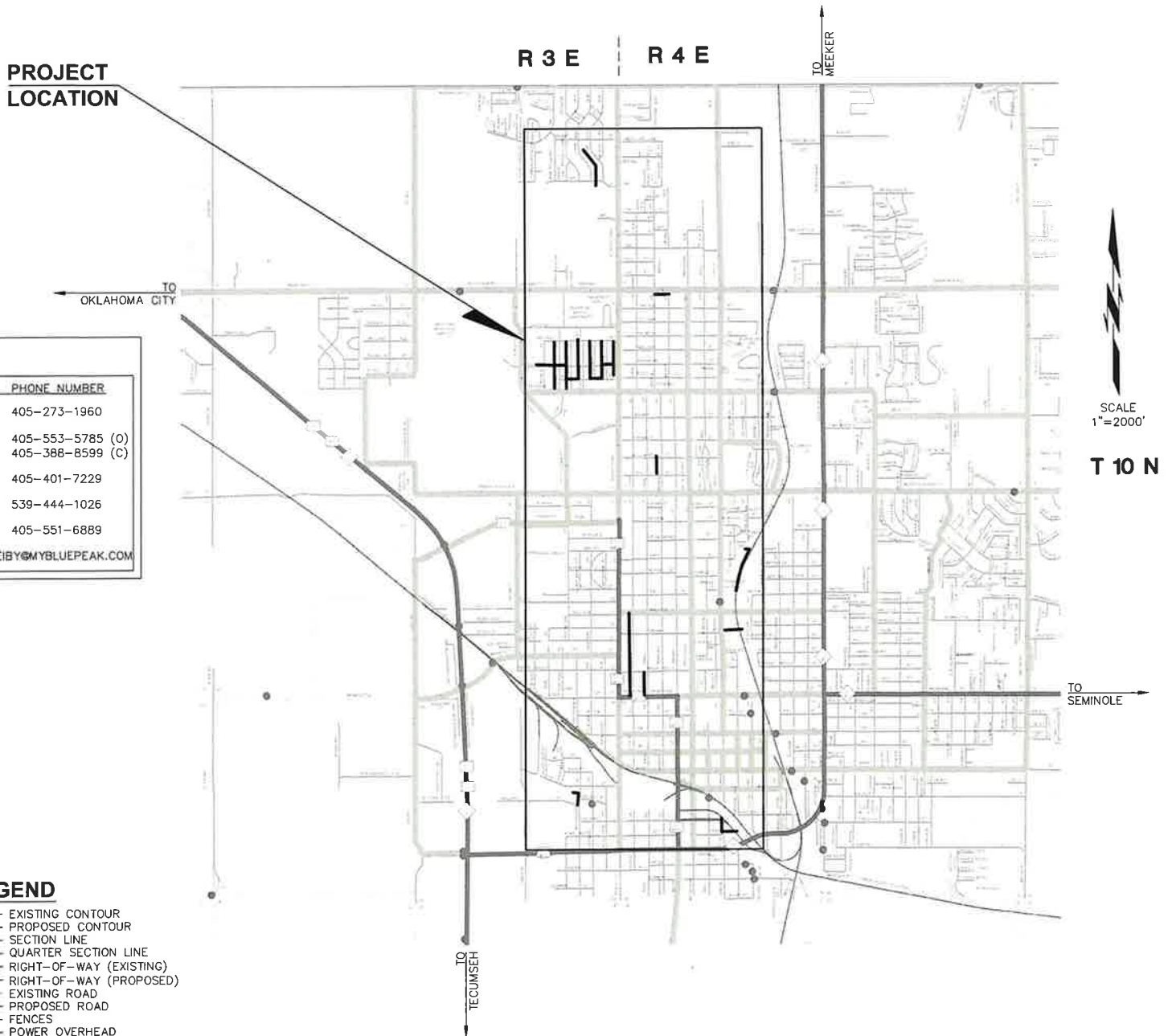
- HORIZONTAL/VERTICAL CONTROL
HORIZONTAL DATUM IS BASED ON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (SOUTH ZONE) NAD 83, VERTICAL DATUM IS BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88)
- BASIS OF BEARINGS:
BEARINGS ARE BASED ON GRID NORTH (N00°00'00"E)

BENCHMARKS

BM #1
N: 733886.339
E: 2287316.522
ELEV.=1058.19

UTILITY CONTACTS

COMPANY NAME	CONTACT NAME	PHONE NUMBER
SHAWNEE UTILITIES	SHAWNEE PUBLIC WORKS	405-273-1960
OG&E ENERGY CORPORATION	RAE ANN LAWRENCE, P.E. SENIOR LAND MANAGEMENT COORDINATOR	405-553-5785 (O) 405-388-8599 (C)
OG&E ENERGY CORPORATION	TIM THOMPSON	405-401-7229
AT&T OKLAHOMA	JOE ANDERSON	539-444-1026
OKLAHOMA NATURAL GAS	ALEXANDRIA MARSHALL	405-551-6889
BLUEPEAK	JERRY LEIBY JERRY.LEIBY@MYBLUEPEAK.COM	



LEGEND

--- 1200 ---	EXISTING CONTOUR
--- 1200 ---	PROPOSED CONTOUR
---	SECTION LINE
---	QUARTER SECTION LINE
---	RIGHT-OF-WAY (EXISTING)
---	RIGHT-OF-WAY (PROPOSED)
---	EXISTING ROAD
---	PROPOSED ROAD
---	FENCES
-X-X-	POWER OVERHEAD
-PUG-	POWER UNDERGROUND
-TUG-	TELEPHONE UNDERGROUND
-G-	GAS LINE
-W-	WATER LINE
-SS-	SANITARY SEWER LINE
---	STORM SEWER (EXISTING)
---	STORM SEWER (PROPOSED)



- AN EFFORT HAS BEEN MADE TO LOCATE AND SHOW APPROXIMATE LOCATION OF UNDERGROUND UTILITY LINES. BURIED UTILITIES ARE NOT NECESSARILY SHOWN. IT IS THE CONTRACTORS RESPONSIBILITY TO LOCATE AND PRESERVE ALL UTILITIES.
- CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITY COMPANIES WITHIN WORK ZONE PRIOR TO CONSTRUCTION.

PREPARED BY



MICHAEL TAYLOR, P.E.
OKLAHOMA REGISTERED PROFESSIONAL ENGINEER NO. 27655
COWAN GROUP ENGINEERING, LLC
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 6414
EXPIRES JUNE 30, 2026

SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

TITLE SHEET

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER

1

SUMMARY OF QUANTITIES

BASE BID - LINE 1-6, 8-11, 13, 16					
ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	AS-BUILT
1	MOBILIZATION		LSUM	1	
2	CLEARING & GRUBBING		LSUM	1	
3	12" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	723	
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(4)	LF	292	
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	1654	
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(4)	LF	675	
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	1269	
8	8" HDPE DR-17 SANITARY SEWER (CASING)		LF	65	
9	18" DUCTILE IRON ENCASEMENT (TRENCH)	(3)	LF	65	
10	4' DIAMETER MANHOLE, CONSTRUCT	(1)(3)(5)(6)(7)	EA	6	
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	1	
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	10	
13	6' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	0	
14	EXTRA DEPTH MANHOLE		VF	60	
15	SERVICE CONNECTION		EA	54	
16	REMOVE & REPLACE CONCRETE PAVEMENT	(9)	SY	63	
17	REMOVE & REPLACE ASPHALT PAVEMENT		SY	34	
18	REMOVE & REPLACE GRAVEL PAVEMENT		SY	50	
19	SOLID SLAB SOD	(1)	SY	2169	
20	PRE-INSTALLATION INSPECTION	(11)	LF	4676	
21	POST-INSTALLATION INSPECTION	(12)	LF	4676	
22	TESTING		LSUM	1	
23	BYPASS PUMPING		LSUM	1	
24	TEMPORARY EROSION AND SEDIMENT CONTROL	(14)	LSUM	1	
25	CONSTRUCTION SIGNING AND TRAFFIC CONTROL	(15)	LSUM	1	
26	SPOT REPAIRS	(13)	EA	4	

ADD ALTERNATE 1 - LINE 12, 14-15, 17-21

ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	AS-BUILT
4	10" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(4)	LF	356	
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	2595	
6	8" HDPE DR-17 SANITARY SEWER (BURSTING)	(2)(4)	LF	1148	
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	2834	
10	4' DIAMETER MANHOLE, CONSTRUCT	(1)(3)(5)(6)(7)	EA	6	
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	9	
14	EXTRA DEPTH MANHOLE		VF	55	
15	SERVICE CONNECTION		EA	146	
16	REMOVE & REPLACE CONCRETE PAVEMENT	(9)	SY	5	
17	REMOVE & REPLACE ASPHALT PAVEMENT		SY	474	
18	REMOVE & REPLACE GRAVEL PAVEMENT		SY	8	
19	SOLID SLAB SOD	(1)	SY	4294	
20	PRE-INSTALLATION INSPECTION	(11)	LF	6931	
21	POST-INSTALLATION INSPECTION	(12)	LF	6931	
26	SPOT REPAIRS	(13)	EA	4	

ADD ALTERNATE 2 - LINE 4, 5, 9, 16

ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	AS-BUILT
5	10" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	449	
7	8" HDPE DR-17 SANITARY SEWER (TRENCHING)	(2)(3)(4)	LF	3172	
10	4' DIAMETER MANHOLE, CONSTRUCT	(1)(3)(5)(6)(7)	EA	6	
11	4' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	1	
12	5' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	3	
13	6' DIAMETER MANHOLE, REMOVE & REPLACE	(1)(3)(5)(6)(7)	EA	1	
14	EXTRA DEPTH MANHOLE		VF	62	
15	SERVICE CONNECTION		EA	106	
16	REMOVE & REPLACE CONCRETE PAVEMENT	(9)	SY	12	
17	REMOVE & REPLACE ASPHALT PAVEMENT		SY	51	
18	REMOVE & REPLACE GRAVEL PAVEMENT		SY	390	
19	SOLID SLAB SOD	(1)	SY	3009	
20	PRE-INSTALLATION INSPECTION	(11)	LF	3621	
21	POST-INSTALLATION INSPECTION	(12)	LF	3621	
26	SPOT REPAIRS		EA	2	

PAY QUANTITY NOTES

- ALL DISTURBED AREAS SHALL BE SODDED WITH SOLID SLAB PER CITY OF SHAWNEE STANDARD SPECIFICATIONS, INCLUDES WATER AT 40 GALLONS PER S.Y. AND FERTILIZE PER CITY STANDARD. THE CITY OF SHAWNEE TO PAY PLAN QUANTITIES ONLY, ANY EXCESS WILL BE RESPONSIBILITY OF CONTRACTOR.
- HDPE PIPE SHALL HAVE AN ENTIRELY LIGHT COLOR (NATURAL, WHITE, GREEN, ETC.) INSIDE SURFACE TO ALLOW LIGHT REFLECTION FOR ROBOTIC TELEVISION INSPECTIONS AND SHALL CONFORM TO DIPS PIPE SIZING WITH A DR RATING OF 17. FUSED JOINTS SHALL HAVE INTERNAL BURRS REMOVED TO PREVENT SOLIDS FROM ACCUMULATING.
- QUANTITY INCLUDES DEWATERING AND STANDARD BEDDING MATERIAL. ANY AND ALL ROCK EXCAVATION.
- QUANTITY INCLUDES MARKING TAPE.
- EXTERNAL MANHOLE SECTION JOINTS SHALL BE SEALED WITH A 9-INCH WIDE WRAP. WRAP SHALL BE INFI-SHIELD GATOR WRAP BY SEALING SYSTEM INC. OR WRAPIDSEAL BY CANUSA. SLEEVE SHALL BE INSTALLED PER THE MANUFACTURER'S RECOMMENDATION.
- MANHOLE GRADE ADJUSTMENTS FOR MANHOLE RINGS WHICH REQUIRE LEVEL ADJUSTMENTS TO GRADE ARE INCIDENTAL AND SHALL BE INCLUDED IN COSTS.
- STANDARD DEPTH FOR ALL MANHOLES SHALL BE 6'. BID ITEM SHALL INCLUDE ANY NECESSARY GRAVEL REMOVAL & REPLACEMENT.
- MANHOLE GRADE ADJUSTMENTS FOR MANHOLE RINGS WHICH REQUIRE LEVEL ADJUSTMENTS TO GRADE ARE INCIDENTAL AND SHALL BE INCLUDED IN COSTS.

GENERAL CONSTRUCTION NOTES

- ALL CONSTRUCTION SHALL BE IN STRICT ACCORDANCE WITH CURRENT CITY STANDARDS AND SPECIFICATIONS AND THE REQUIREMENTS OF THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY AND SHALL BE UNDER THE STRICT SUPERVISION OF THE CITY ENGINEER OF THE CITY OF SHAWNEE.
- ANY CONSTRUCTION ITEMS THAT ARE NOT LISTED IN THE SUMMARY OF QUANTITIES SHALL BE CONSIDERED INCIDENTAL CONSTRUCTION ITEMS. THE COST OF INCIDENTAL CONSTRUCTION ITEMS SHALL BE INCLUDED IN THE COST OF OTHER BID ITEMS.
- ANY CONSTRUCTION PROCEDURES NOT COVERED IN THE PLANS AND SPECIFICATIONS WILL BE EXECUTED IN ACCORDANCE WITH PROPER CONSTRUCTION TECHNIQUES AND SHALL BE APPROVED BY THE ENGINEER.
- CONTRACTOR SHALL PROVIDE BONDS AND PROOF OF INSURANCE IN ACCORDANCE WITH THE LOCAL REQUIREMENTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING AND COORDINATING WITH ALL PUBLIC AND/OR PRIVATE UTILITY COMPANIES IN THE VICINITY OF CONSTRUCTION.
- CONSTRUCTION STAKING AND TESTING SHALL BE PROVIDED BY THE CONTRACTOR.
- THE CONTRACTOR SHALL GIVE ALL PROPERTY OWNERS AND/OR TENANTS OF DEVELOPED PROPERTY DIRECTLY ABUTTING CONSTRUCTION OF THIS PROJECT MINIMUM OF TEN (10) DAYS NOTICE PRIOR TO START OF CONSTRUCTION.
- EXISTING UTILITIES AND THEIR LOCATIONS, AS SHOWN ON THE PLANS REPRESENT THE BEST INFORMATION OBTAINABLE FOR DESIGN. LOCATION INFORMATION HAS BEEN OBTAINED FROM THE VARIOUS UTILITY COMPANIES AND IS EITHER FROM COMPANY RECORD DRAWINGS OR COMPANY PROVIDED FIELD LOCATIONS. THE PLAN LOCATIONS SHOWN ARE NOT GUARANTEED. ADDITIONAL EXISTING UTILITIES MAY ALSO BE ENCOUNTERED.
- RUBBLE FROM THE REMOVAL OF MISCELLANEOUS STRUCTURES AND EXCESS EXCAVATION WHICH IS TO BE WASTED ON SITES TO BE PROVIDED BY THE CONTRACTOR. THESE SITES SHALL BE APPROVED BY THE ENGINEER AS TO SUITABILITY. ALL DISPOSAL SITES MUST BE APPROVED BY THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY. MATERIAL EITHER STOCKPILED OR DISPOSED OF IN A FLOOD PLAIN SHALL REQUIRE THE NECESSARY PERMITS. ANY MATERIAL DUMPED IN THE WATERS OF THE UNITED STATES OR WETLANDS IS SUBJECT TO U.S. CORP OF ENGINEERS PERMITTING REGULATIONS. ANY MATERIAL BURIED OR STOCKPILED BEYOND APPROVED CONSTRUCTION LIMITS WOULD REQUIRE ADDITIONAL ARCHAEOLOGICAL INVESTIGATIONS AND STATE APPROVAL.
- TEMPORARY EROSION AND SEDIMENT CONTROL SHALL CONSIST OF TEMPORARY MEASURES WITHIN THE PROJECT LIMITS AND MINIMIZE POLLUTION OF RIVERS, STREAMS, AND PRIVATE PROPERTIES. SUCH MEASURES MAY INCLUDE BERMS, DIKES, SLOPE DRAINS, BALE BARRIERS, SEDIMENT FILTERS, SEDIMENT BASINS, MULCHES, AND GRASSES. ALL UNPAVED AND DISTURBED AREAS SHALL RECEIVE SOLID SLAB SOD TREATMENT IN ACCORDANCE WITH SECTION 31 25 00 OF THE PROJECT SPECIFICATIONS.
- A COPY OF THE EROSION CONTROL SITE PLANS AND THE STORM WATER POLLUTION PREVENTION PLAN MUST BE ON SITE AT ALL TIMES AND MADE AVAILABLE TO THE INSPECTOR UPON REQUEST. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, REPAIR, AND REPLACEMENT OF ALL EROSION CONTROL DEVICES DAMAGED DUE TO CONSTRUCTION.
- SEDIMENT CONTROLS TO BE MAINTAINED BY CONTRACTOR UNTIL ALL DISTURBED AREAS ARE PERMANENTLY RE-ESTABLISHED. CONTRACTOR SHALL FILE PROPER NOTICE OF INTENT (NOI) AND NOTICE OF TERMINATION (NOT) PERMITS AS REQUIRED.
- NOTICE OF INTENT (NOI) IS REQUIRED PRIOR TO ANY AND ALL LAND DISTURBING ACTIVITIES.
- STORM WATER DISCHARGE PERMIT IS REQUIRED BEFORE ANY LAND ACTIVITIES CAN BEGIN.
- CLEARING AND GRUBBING SHALL INCLUDE ANY TREE REMOVAL IN THE PATH OF CONSTRUCTION.
- THE CONTRACTOR SHALL AVOID TREE DAMAGE IF AT ALL POSSIBLE AND SHALL PRUNE ALL ROOTS DAMAGED DURING CONSTRUCTION ACTIVITIES.
- CONTRACTOR IS RESPONSIBLE FOR PROMPT REPLACEMENT OF ANY FENCE DISTURBED DURING CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REPLACEMENT AND/OR REPAIR OF ALL TRAFFIC CONTROL DEVICES AND APPURTENANCES DAMAGED OR DISTURBED DUE TO CONSTRUCTION.
- GRAVITY SEWERS DEFLECTION TESTING:** DEFLECTION TESTS SHALL BE IN ACCORDANCE WITH OAC 252:656-5-5(A). PERFORM DEFLECTION TESTS ON ALL FLEXIBLE PIPE AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS. DEFLECTION MUST NOT EXCEED 5%. TESTS

- MUST BE RUN USING A RIGID BALL OR MANDREL WITH A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE TAKING INTO ACCOUNT MANUFACTURING TOLERANCES. TESTS MUST BE PERFORMED WITHOUT MECHANICAL PULLING DEVICES. TESTING MUST MEET ASTM D2321.
- GRAVITY SEWERS LEAKAGE TESTING:** LEAKAGE TESTS SHALL BE IN ACCORDANCE WITH OAC 252:656-5-5(B). LEAKAGE TESTS ARE REQUIRED FOR ALL GRAVITY LINES. HYDROSTATIC TESTS MUST USE A 2-FOOT TEST HEAD AND LEAKAGE INWARD OR OUTWARD MUST NOT EXCEED 10 GALLONS PER INCH OF PIPE DIAMETER PER MILE PER DAY. THE PROCEDURES LISTED IN THE HANDBOOK OF PVC PIPE, UNI-BELL PVC PIPE ASSOCIATION, 2001 MAY BE USED FOR PVC PIPE. AN AIR TEST RESULT MUST ASSURE A LEAKAGE LIMIT EQUIVALENT TO THE HYDROSTATIC TEST LIMIT. TESTING MUST MEET ASTM F1417.
- MANHOLE LEAKAGE TESTING:** LEAKAGE TESTS SHALL BE IN ACCORDANCE WITH OAC 252:656-5-4(G)(7). TEST THE INSTALLED MANHOLE FOR LEAKAGE IN ACCORDANCE WITH ASTM C1244. THE MANHOLE IS ACCEPTABLE IF THE TIME FOR THE VACUUM READING TO DROP FROM 10 IN. HG TO 9 IN. HG MEETS OR EXCEEDS THE VALUES INDICATED IN ASTM C1244.
- HORIZONTAL SEPARATION. SANITARY SEWERS SHALL BE AT LEAST:
 - 50 FEET FROM PETROLEUM PRODUCT TANKS UNLESS CONSTRUCTED OF DUCTILE IRON PIPE WHICH SHALL BE NO CLOSER THAN 10 FEET (JOINT MATERIAL SHALL BE RESISTANT TO PETROLEUM PRODUCTS);
 - 300 FEET FROM A PUBLIC WATER SUPPLY WELL;
 - 50 FEET FROM A PRIVATE WATER WELL;
 - 10 FEET FROM ANY EXISTING OR PROPOSED WATER MAIN; AND
 - 5 FEET FROM ELECTRICAL LINES AND PETROLEUM LINES.
- VERTICAL SEPARATION (CROSSINGS). SANITARY SEWERS AND SEWER SERVICE LINES SHALL CROSS AT LEAST 24 INCHES ABOVE OR BELOW WATER MAINS, AND THE CROSSING SECTION CENTERED SO THAT THE JOINTS WILL BE AS FAR AS POSSIBLE FROM THE WATER MAINS.
- WHEN IT IS IMPOSSIBLE TO OBTAIN PROPER HORIZONTAL AND VERTICAL SEPARATION AS REQUIRED, DESIGN AND CONSTRUCT THE OTHER LINE EQUAL TO WATER PIPE AND PRESSURE TEST IT TO ASSURE WATER TIGHTNESS OF JOINTS ADJACENT TO THE WATER LINE PRIOR TO BACKFILLING.
- TRENCHING WILL BE BACKFILLED WITH ROCK UNDER ALL PAVED AREAS AND COMPACTED BY WATER-JETTING. THE CONTRACTOR SHALL BE PAID FOR THE CALCULATED QUANTITY OF SAND REQUIRED TO BACKFILL TRENCHES AS ESTABLISHED BY THE CITY OF SHAWNEE STANDARDS AND SPECIFICATIONS FOR TRENCH WIDTH. IF THE CONTRACTOR OVER CUTS THE TRENCH, THE ADDITIONAL SAND WILL BE TREATED AS INCIDENTAL CONSTRUCTION AND WILL BE AT THE CONTRACTOR'S EXPENSE.
- ALL EMBANKMENTS AND BACKFILL SHALL MEET THE STANDARD SPECIFICATION. REMOVE ALL STONES FOUND IN THE TRENCH TO A DEPTH OF AT LEAST 6 INCHES BELOW THE BOTTOM OF THE PIPE.
- CONTRACTOR SHALL CONSTRUCT ALL MANHOLES IN ACCORDANCE TO THE MANHOLE SCHEDULES ON SHEET 3 PER SPECIFICATIONS 33 01 30 & 33 05 61. RIM ELEVATIONS AND SURFACE SHOWN IN ALL PROFILE VIEWS ARE APPROXIMATE AND SHALL NOT BE CONSIDERED FINAL GRADE.
- ALL MANHOLE RIMS SHALL BE 6-INCHES ABOVE SURROUNDING GRADE UNLESS LOCATED IN LOW-LYING AREA SUBJECT TO FLOODING SPECIFIED BY ENGINEER.
- CONTRACTOR SHALL ABANDON MANHOLES AS PER THE CITY OF SHAWNEE STANDARDS.
- THE CONTRACTOR SHALL SATISFY HIMSELF AS TO THE ACCURACY OF ALL MEASUREMENTS PRIOR TO CONSTRUCTION OF ANY PERMANENT STRUCTURE.
- SHOP DRAWINGS FOR ALL PIPE MATERIALS INCLUDING BUT NOT LIMITED TO VALVES, FITTINGS, AND PIPE SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL BEFORE CONSTRUCTION BEGINS.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING TRAFFIC CONTROL IN ACCORDANCE WITH FEDERAL HIGHWAY ADMINISTRATION MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REPLACEMENT AND/OR REPAIR OF ALL TRAFFIC CONTROL DEVICES AND APPURTENANCES DAMAGED OR DISTURBED DUE TO CONSTRUCTION. COST OF TRAFFIC CONTROL SHALL BE CONSIDERED INCIDENTAL AND INCLUDED IN THE COST OF OTHER BID ITEMS.
- CONSTRUCTION SIGNING AND TRAFFIC CONTROL SHALL CONSIST OF FURNISHING AND ERECTING SIGNS, LIGHTS, BARRICADES, AND DEVICES IN ACCORDANCE WITH CITY STANDARD SPECS AND MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- CONTRACTOR TO PHOTOGRAPH EACH MANHOLE PRIOR TO, AND AFTER REHABILITATION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR REROUTING ANY SERVICE LINE FOUND IN MANHOLES TO THE SEWER MAIN.

- CONCRETE USED FOR DRIVE REPLACEMENT AND PAVING PATCH SHALL BE 4,000 PSI HIGH EARLY STRENGTH CONCRETE.
- APPLIES TO ALL SERVICE RECONNECTIONS REGARDLESS OF SIZE, MATERIAL, OR LENGTH. INCLUDES MATERIAL AND LABOR FOR THE REROUTING OF SERVICE LINES TO THE TRUNK LINE ON ALL NEW AND/OR REPLACED MANHOLES. SERVICE RECONNECTIONS SHALL INCLUDE A BACKFLOW PREVENTER AT THE EASEMENT OR R.O.W. LINE AND SHALL BE INCIDENTAL TO THE COST OF THIS ITEM.
- CONTRACTOR TO TELEVISION INSPECT EXISTING LINES PRIOR TO CONSTRUCTION TO VERIFY SERVICE LINE PIPE SIZE. AND LOCATION. COST SHALL INCLUDE CLEANING EXPENSES.
- IF PRE-INSTALLATION VIDEO REVEALS A SAG IN THE EXISTING SEWER THAT IS GREATER THAN ONE-HALF THE DIAMETER OF THE EXISTING PIPE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO INSTALL THE REPLACEMENT PIPE TO RESULT IN AN ACCEPTABLE GRADE WITHOUT THE SAG.
- TO BE USED IN 20FT INCREMENTS FOR ANY SAGS FOUND DURING PRE INSTALLATION VIDEO INSPECTION, AS COORDINATED WITH THE ENGINEER.
- TEMPORARY EROSION AND SEDIMENT CONTROL SHALL CONSIST OF TEMPORARY MEASURES WITHIN THE PROJECT LIMITS AND MINIMIZE POLLUTION OF RIVERS, STREAMS, AND PRIVATE PROPERTIES. SUCH MEASURES MAY INCLUDE BERMS, DIKES, SLOPE DRAINS, BALE BARRIERS, SEDIMENT FILTERS, SEDIMENT BASINS, MULCHES, AND GRASSES. ALL UNPAVED AND DISTURBED AREAS SHALL RECEIVE SOLID SLAB SOD TREATMENT IN ACCORDANCE WITH SECTION 31 25 00 OF THE PROJECT SPECIFICATIONS.
- CONSTRUCTION SIGNING AND TRAFFIC CONTROL SHALL CONSIST OF FURNISHING AND ERECTING SIGNS, LIGHTS, BARRICADES AND DEVICES IN ACCORDANCE WITH CITY STANDARD SPECS AND MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.



COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-469-3369 O 405-469-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

GENERAL NOTES & PAY QUANTITIES

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	November 2025

REVISIONS

SHEET NUMBER



COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

MANHOLE SCHEDULE

DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE November 2025

REVISIONS

NO.	DATE	DESCRIPTION

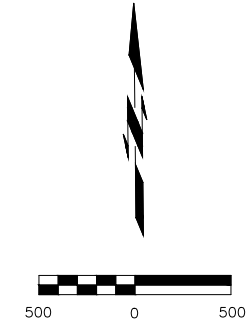
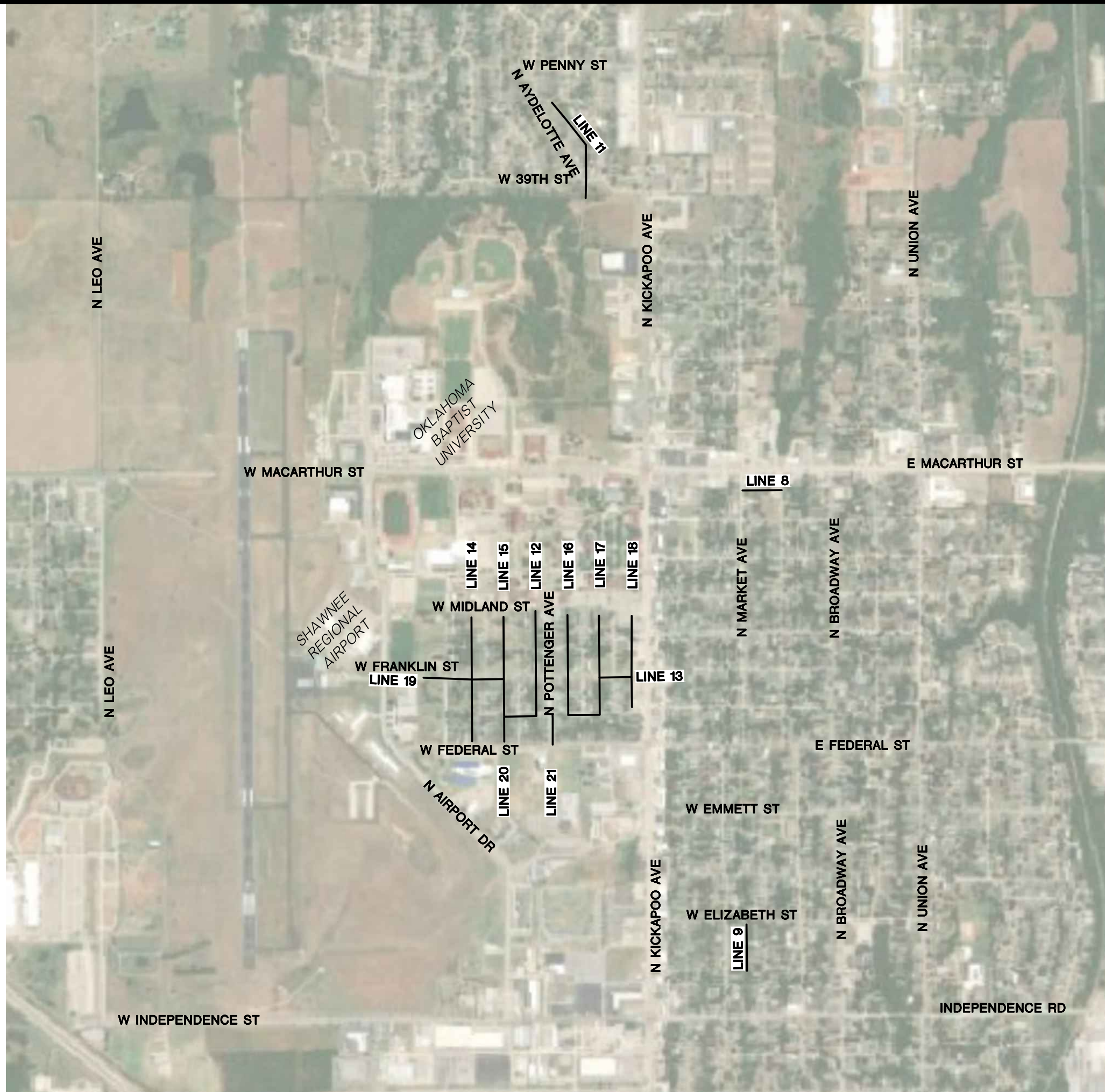
SHEET NUMBER

3

MANHOLE SCHEDULE

MH#	PAY ITEM	ACTION	DIAM. (FT)	TYPE	RIM EL. (FT)	DEPTH (FT)	OUTLET INVERT EL. (FT)
1.1		NONE	5	PRECAST	1018.62	7.54	1011.08
1.2	11	REMOVE & REPLACE	5	PRECAST	1018.40	10.89	1007.51
1.3		NONE	5	PRECAST	1022.23	9.40	1012.83
2.1		NONE	5	PRECAST	1013.76	7.20	1006.56
3.1		NONE	5	BRICK	1062.23	7.75	1054.48
3.2	8	CONSTRUCT	4	PRECAST	1063.84	7.78	1056.06
3.3		REMOVE & REPLACE	5	BRICK	1061.36	4.72	1056.64
4.1		NONE	5	PRECAST	1069.80	22.41	1047.39
4.2	11	REMOVE & REPLACE	5	BRICK	1071.39	11.41	1059.98
4.3	8	CONSTRUCT	4	PRECAST	1070.13	7.32	1062.81
5.1		NONE	5	PRECAST	1067.51	18.15	1049.36
5.2		CONSTRUCT	4	PRECAST	1070.00	14.78	1055.22
5.3	10	REMOVE & REPLACE	4	PRECAST	1067.82	9.45	1058.37
5.4	9	CONSTRUCT	4	PRECAST	1070.00	9.60	1060.4
5.5		CONSTRUCT	4	PRECAST	1072.00	10.97	1061.03
5.6		NONE	5	PRECAST	1071.81	9.79	1062.02
6.1		NONE	5	PRECAST	1071.33	10.75	1060.58
6.2	11	REMOVE & REPLACE	5	PRECAST	1071.02	10.25	1060.77
6.3		CONSTRUCT	4	PRECAST	1075.50	13.42	1062.08
6.4		NONE	5	BRICK	1075.23	11.95	1063.28
8.1		NONE	6	BRICK	1075.17	6.23	1068.94
8.2	11	REMOVE & REPLACE	5	BRICK	1080.26	10.80	1069.46
8.3		NONE	5	BRICK	1079.92	11.20	1068.72
9.1	12	REMOVE & REPLACE	6	PRECAST	1084.79	15.85	1068.94
9.2		CONSTRUCT	4	PRECAST	1085.00	15.41	1069.59
9.3		NONE	5	PRECAST	1077.41	7.17	1070.24
10.1		NONE	5	BRICK	1029.19	11.35	1017.84
10.2	8	CONSTRUCT	4	UNK	1032.43	13.70	1018.73
10.3	11	REMOVE & REPLACE	5	BRICK	1039.77	12.75	1027.02
10.4		CONSTRUCT	4	PRECAST	1040.00	11.35	1028.65
10.5		NONE	5	PRECAST	1038.14	7.92	1030.22
10.6	11	REMOVE & REPLACE	5	PRECAST	1041.30	10.65	1030.65
11.1		NONE	4	BRICK	1055.93	4.86	1051.07
11.2	11	REMOVE & REPLACE	5	BRICK	1053.78	6.03	1047.75
11.3	8	CONSTRUCT	4	UNK	1053.21	8.21	1045
11.4	10	REMOVE & REPLACE	4	UNK	1049.9	5.93	1044

MH#	PAY ITEM	ACTION	DIAM. (FT)	TYPE	RIM EL. (FT)	DEPTH (FT)	OUTLET INVERT EL. (FT)
11.5	8	CONSTRUCT	4	UNK	1050.14	9.69	1040.45
11.6	11	REMOVE & REPLACE	5	BRICK	1050.76	10.93	1039.83
12.1		NONE	4	UNK	1086.56	24.23	1062.33
12.2	9	REMOVE & REPLACE	5	PRECAST	1080.68	10.55	1070.13
12.3		CONSTRUCT	4	PRECAST	1080.00	8.74	1071.26
12.4		NONE	5	BRICK	1080.01	7.80	1072.21
13.1	11	REMOVE & REPLACE	5	BRICK	1088.77	6.57	1082.2
13.2	11	REMOVE & REPLACE	5	PRECAST	1095.78	6.55	1089.23
14.1		NONE	5	BRICK	1075.19	8.17	1067.02
14.2		CONSTRUCT	4	PRECAST	1074.00	7.96	1066.04
14.3	11	REMOVE & REPLACE	5	BRICK	1072.84	7.97	1064.87
14.4		CONSTRUCT	4	PRECAST	1071.00	5.04	1065.96
14.5		NONE	5	UNK	1073.37	6.32	1067.05
15.1	11	REMOVE & REPLACE	5	BRICK	1076.52	7.85	1068.67
15.2		CONSTRUCT	4	PRECAST	1075.00	8.52	1066.48
15.3		REMOVE & REPLACE	5	BRICK	1076.44	12.54	1063.9
15.4	11	REMOVE & REPLACE	5	PRECAST	1079.86	16.65	1063.21
16.1	11	REMOVE & REPLACE	5	BRICK	1091.21	16.81	1074.4
16.2		NONE	5	PRECAST	1084.19	8.37	1075.82
16.3		CONSTRUCT	4	PRECAST	1085.50	7.63	1077.87
16.4	11	REMOVE & REPLACE	5	PRECAST	1087.84	8.00	1079.84
17.1		NONE	5	BRICK	1094.25	13.55	1080.7
17.2		CONSTRUCT	4	PRECAST	1093.25	9.03	1084.22
17.3		NONE	5	BRICK	1093.99	8.32	1085.67
18.1		NONE	4	OTHER	1101.25	5.40	1095.85
18.2		CONSTRUCT	4	PRECAST	1101.50	10.69	1090.81
18.3		NONE	CO	CO	1101.53	9.54	1091.99
19.1	11	REMOVE & REPLACE	5	UNK	1071.97	5.22	1066.75
19.2		REMOVE & REPLACE	5	BRICK	1071.26	5.42	1065.84
20.1		NONE	4	UNK	1082.16	4.82	1077.34
20.2	11	REMOVE & REPLACE	5	BRICK	1079.78	19.78	1060
20.3		NONE	5	PRECAST	1086.76	25.60	1061.16
21.1		NONE	4	PRECAST	1089.22	4.90	1084.32
21.2	11	REMOVE & REPLACE	5	BRICK	1089.88	4.54	1085.34
21.3		NONE	5	BRICK	1089.85	27.17	1062.68



COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

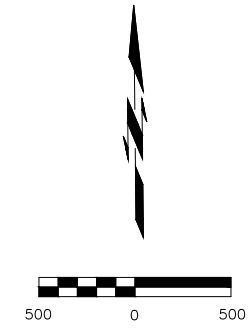
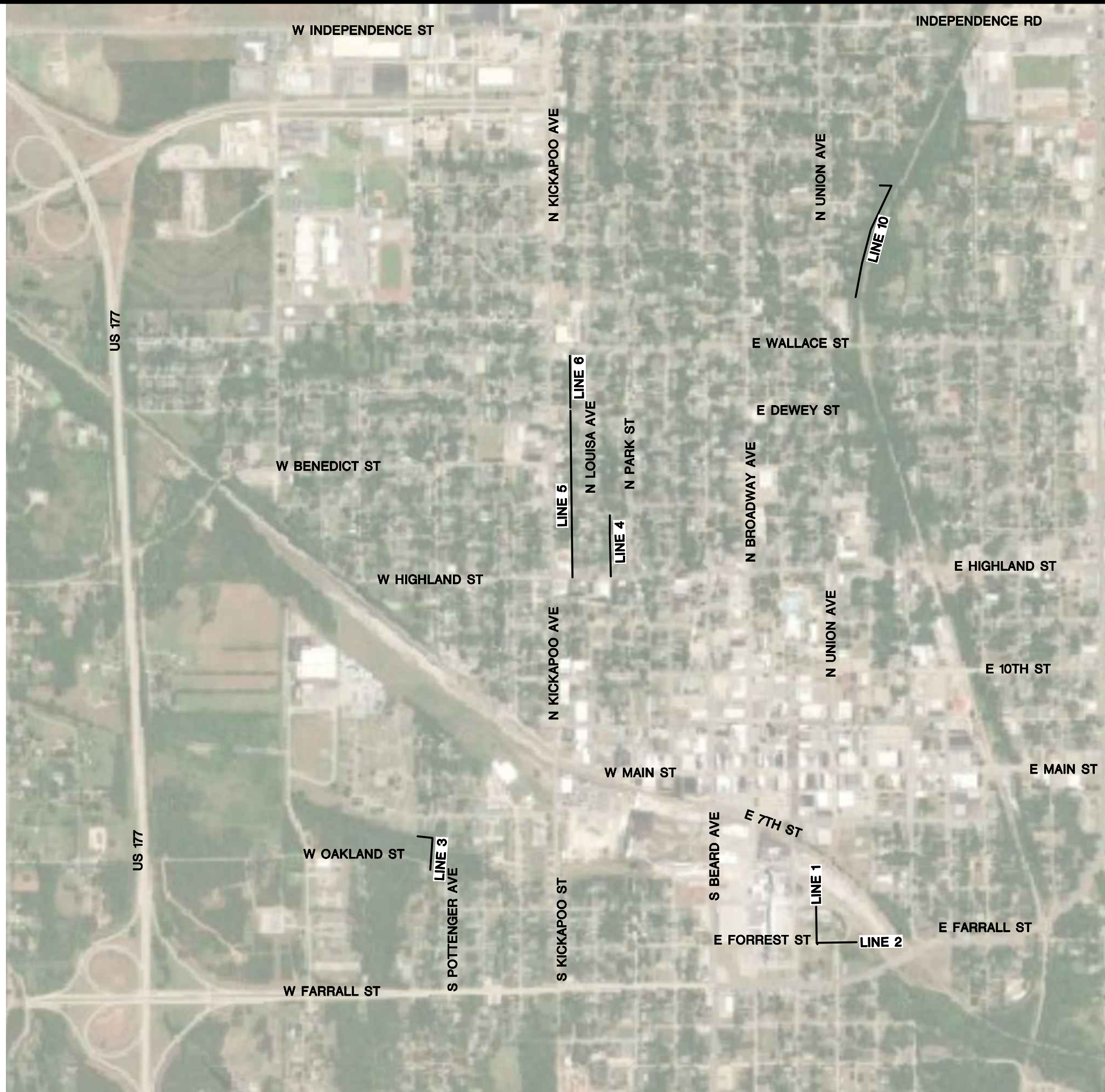
OVERALL MAP (NORTH)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	November 2025

REVISIONS	

SHEET NUMBER
 4

G:\PROJECTS\25-119 SHAWNEE SEWER BURSTING FY26\CAD\SWA\25-119 OVERALL MAP.DWG



COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

OVERALL MAP (SOUTH)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	November 2025

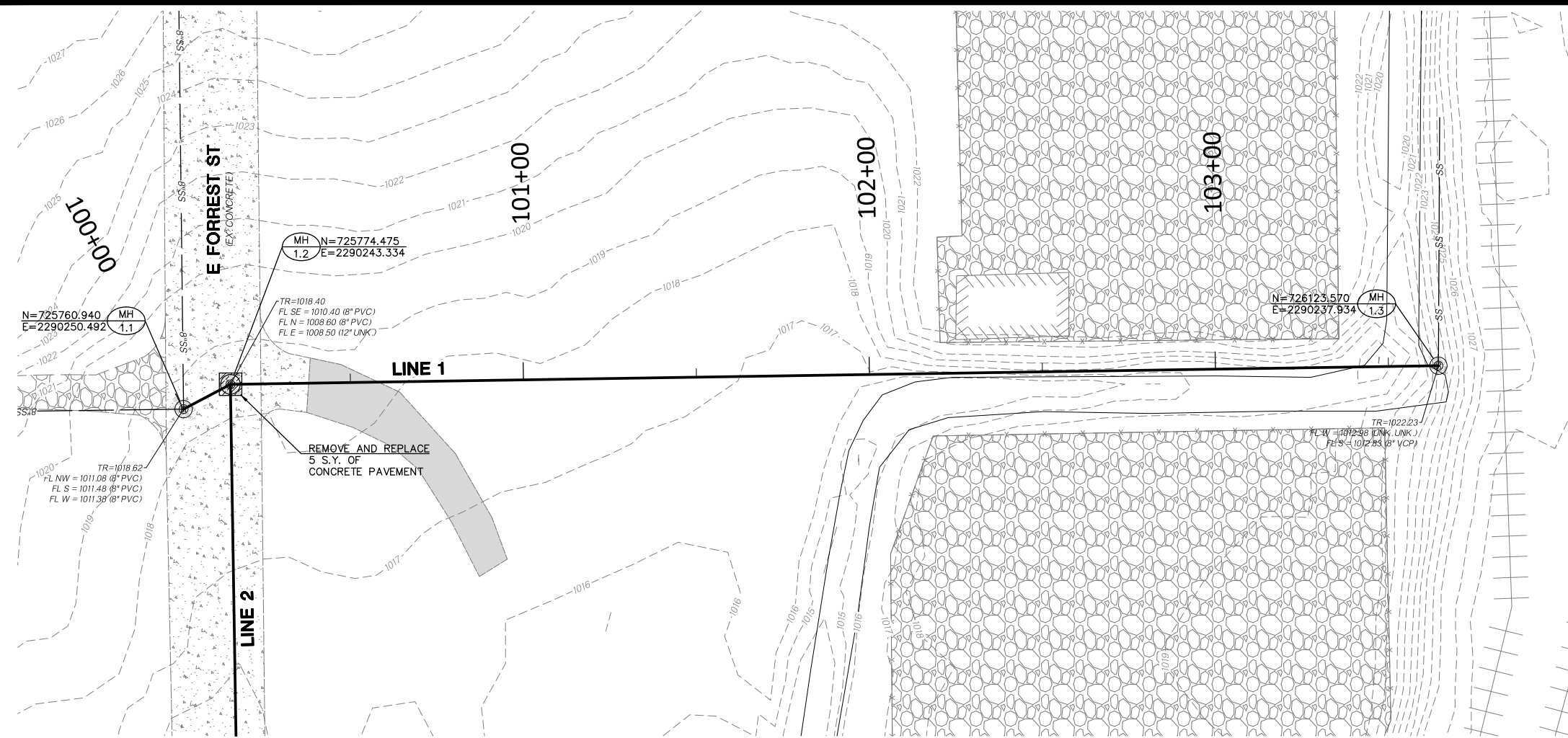
REVISIONS	

SHEET NUMBER
 5

G:\PROJECTS\25-119 SHAWNEE SEWER BURSTING FY26\CAD\SWA\25-119 OVERALL MAP.DWG

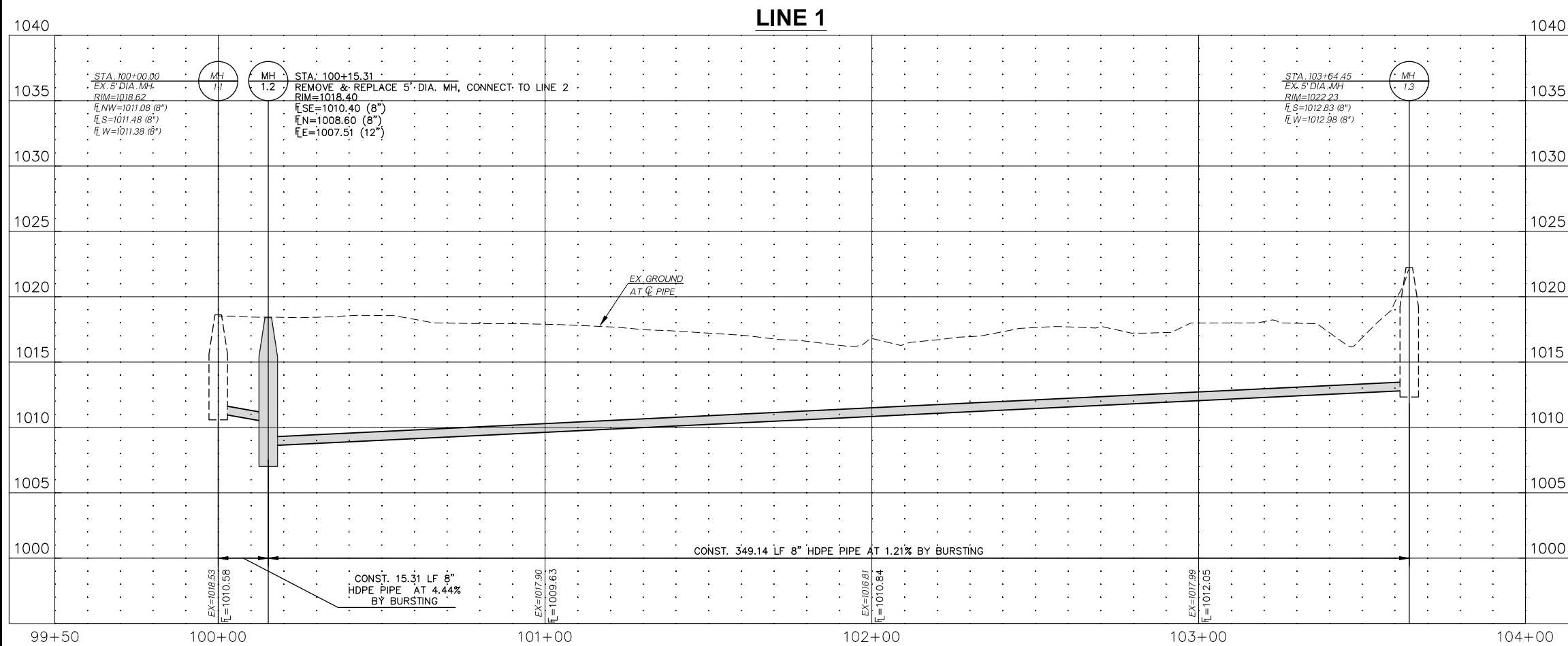


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 1 PLAN & PROFILE

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

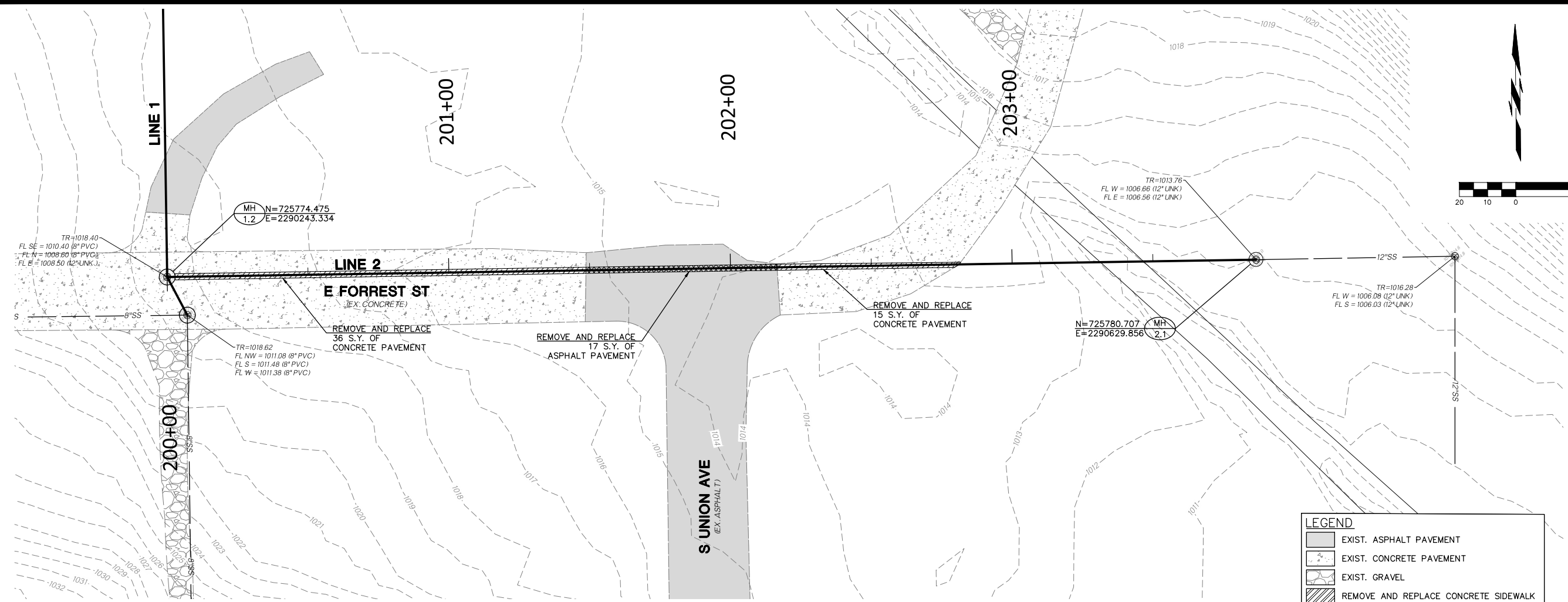
REVISIONS	

SHEET NUMBER

6

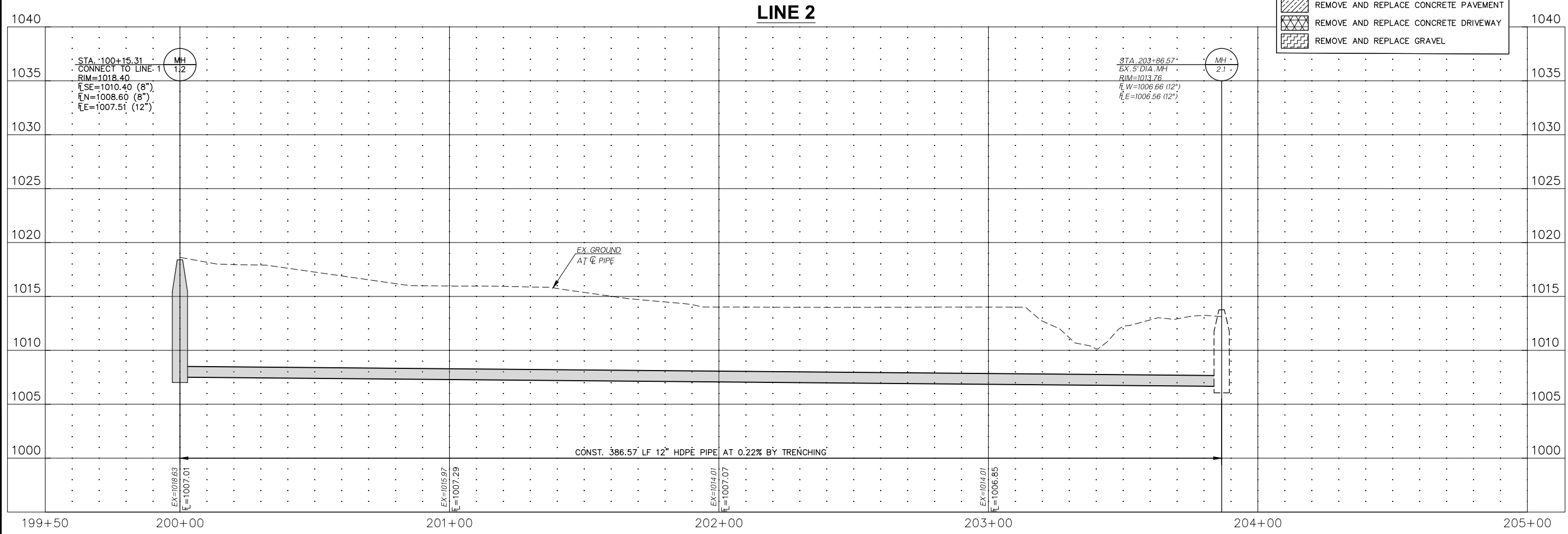


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 2 PLAN & PROFILE

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER

7



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 | F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 3 PLAN & PROFILE

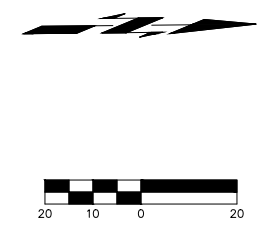
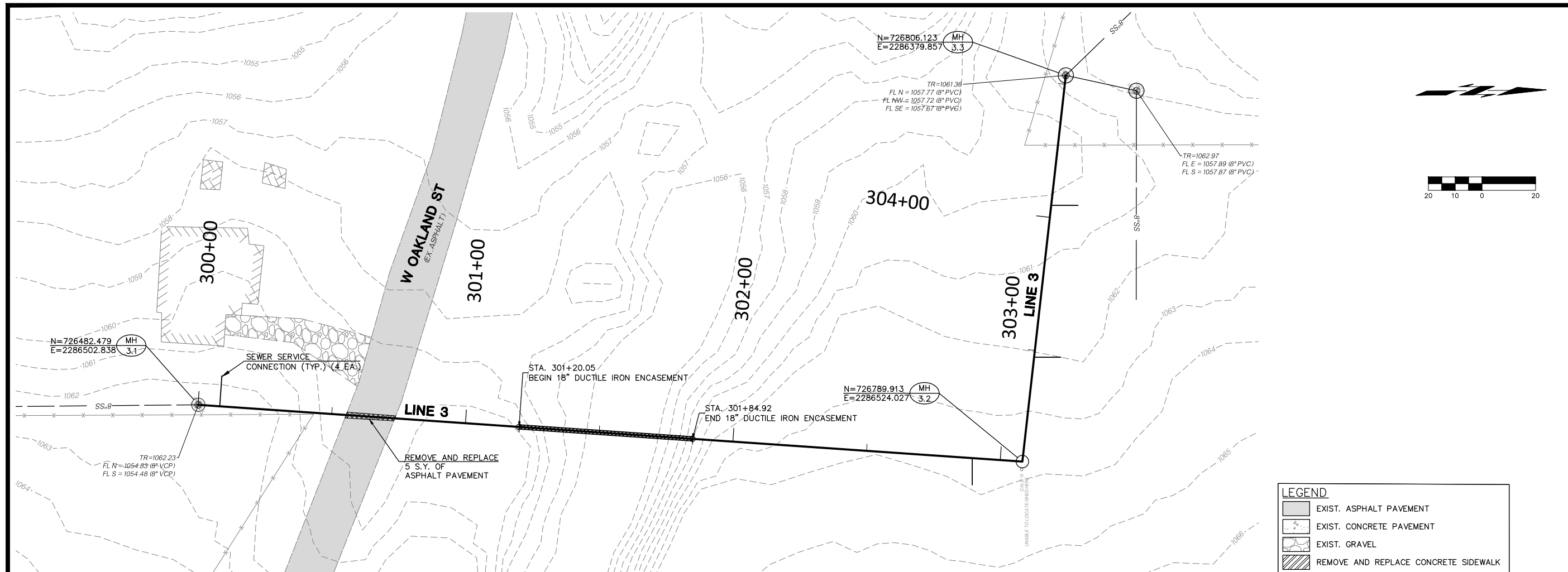
DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

REVISIONS

NO.	DESCRIPTION

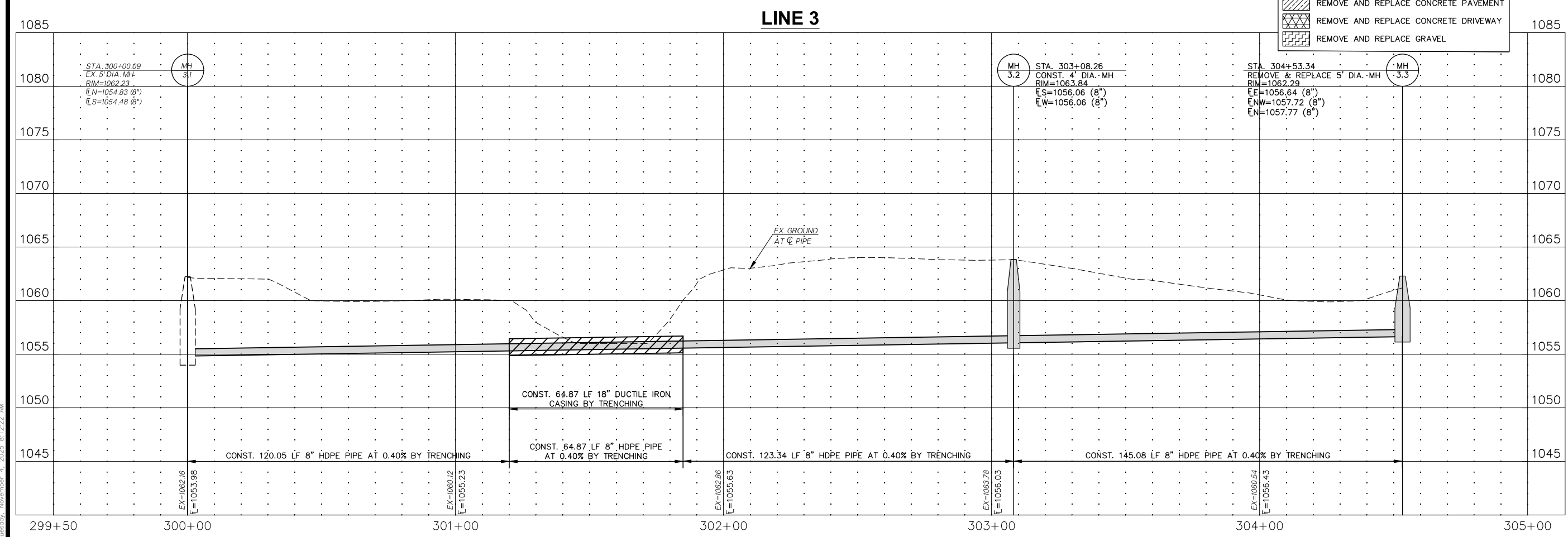
SHEET NUMBER

8



LEGEND

[Symbol]	EXIST. ASPHALT PAVEMENT
[Symbol]	EXIST. CONCRETE PAVEMENT
[Symbol]	EXIST. GRAVEL
[Symbol]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Symbol]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Symbol]	REMOVE AND REPLACE GRAVEL

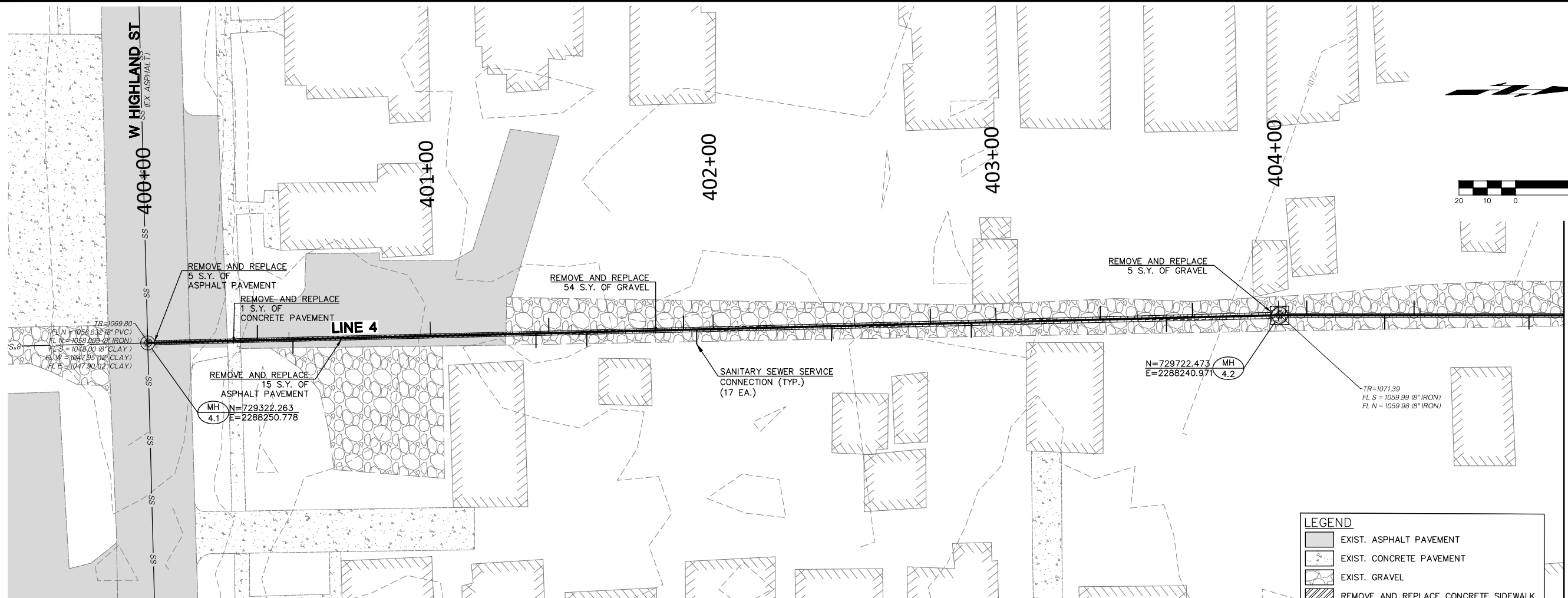


Tuesday, November 4, 2025 8:12:22 AM

G:\PROJECTS\25-119 SHAWNEE SEWER BURSTING\FY26\CAD\SWA\25-119 LINE 3 PLAN & PROFILE.DWG

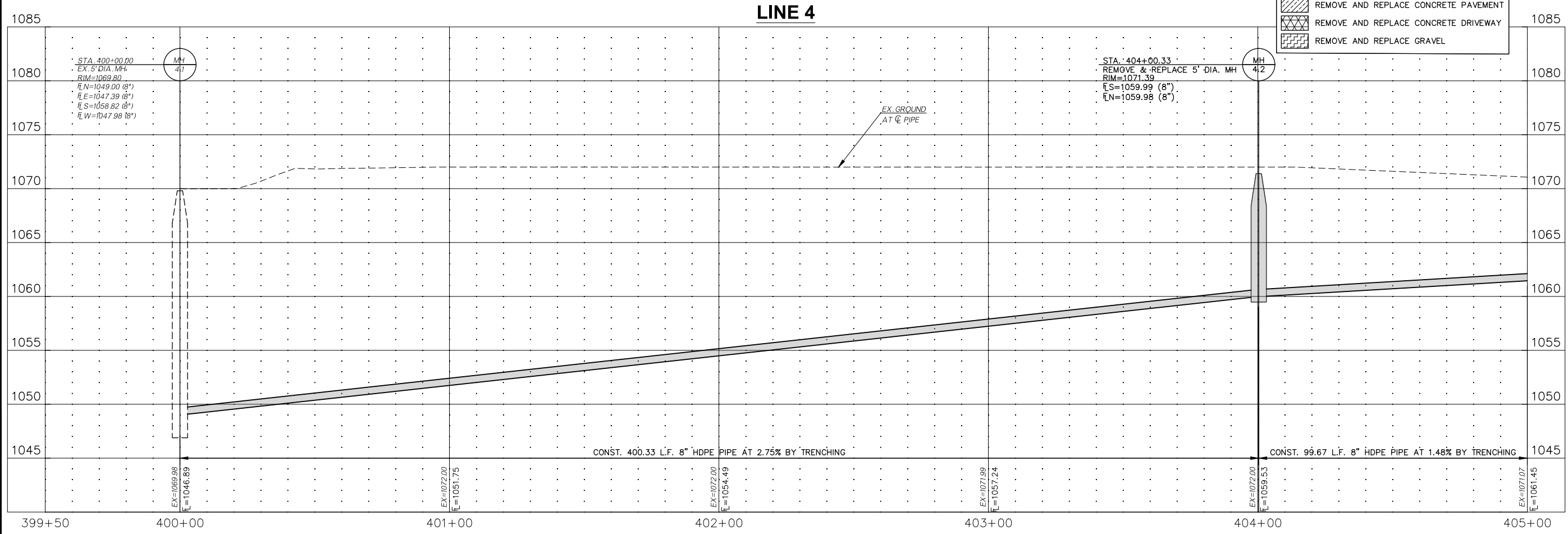


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 4 PLAN & PROFILE (1 OF 2)

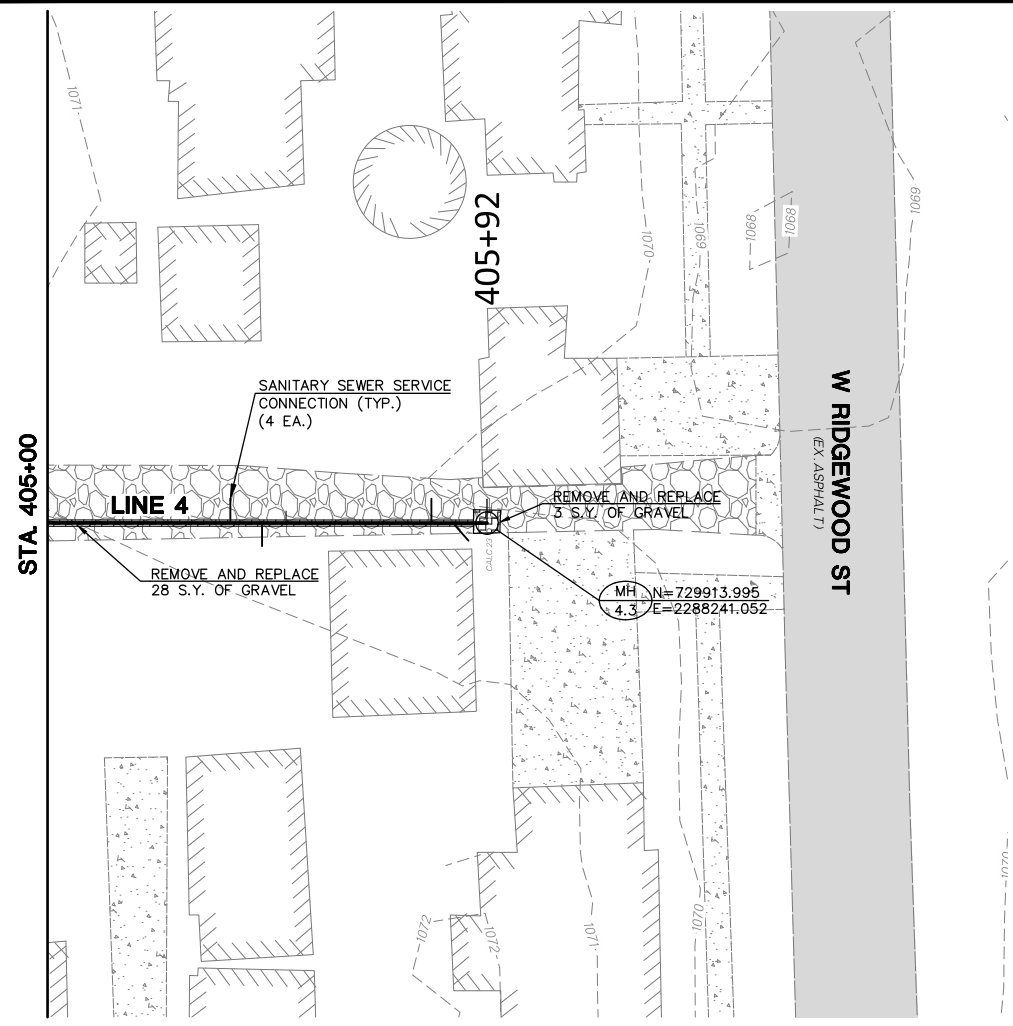
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER

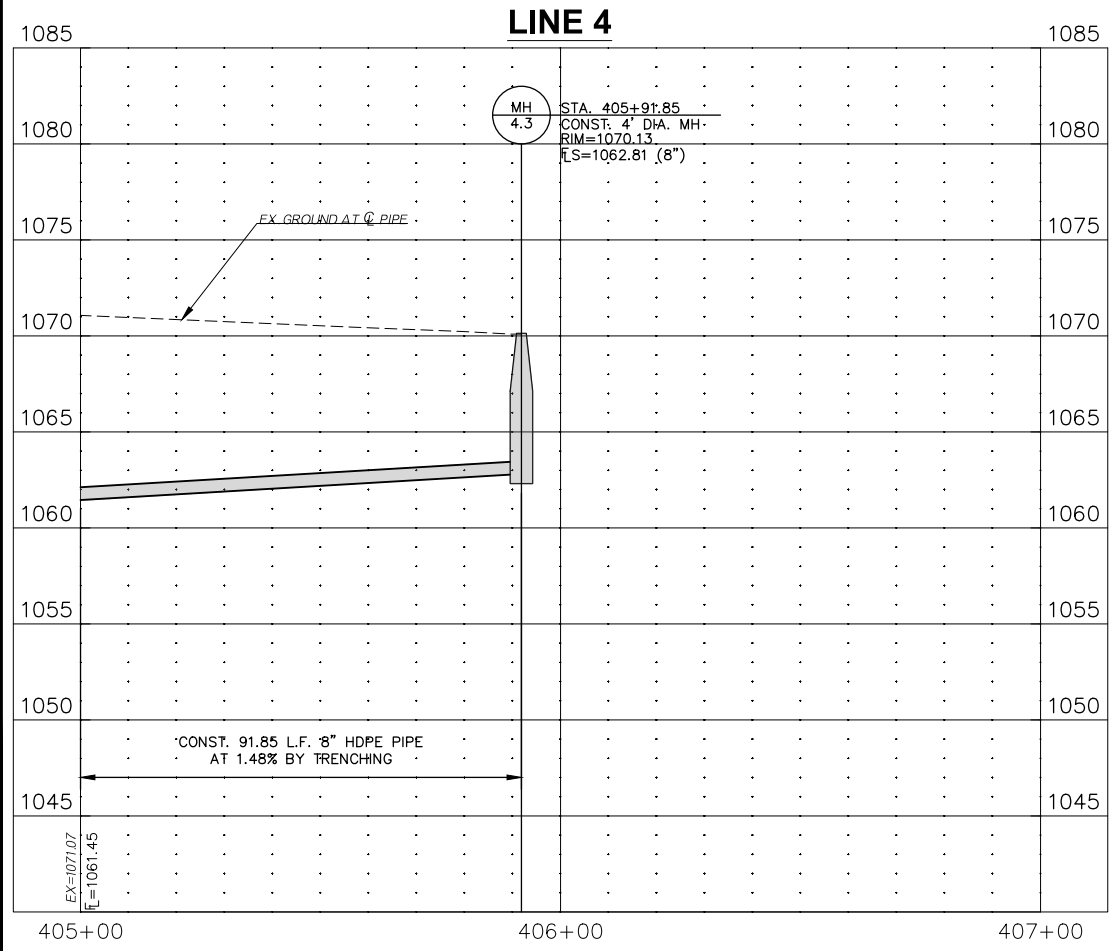


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

	EXIST. ASPHALT PAVEMENT
	EXIST. CONCRETE PAVEMENT
	EXIST. GRAVEL
	REMOVE AND REPLACE CONCRETE SIDEWALK
	REMOVE AND REPLACE ASPHALT PAVEMENT
	REMOVE AND REPLACE CONCRETE PAVEMENT
	REMOVE AND REPLACE CONCRETE DRIVEWAY
	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 4 PLAN & PROFILE (2 OF 2)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
 10



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

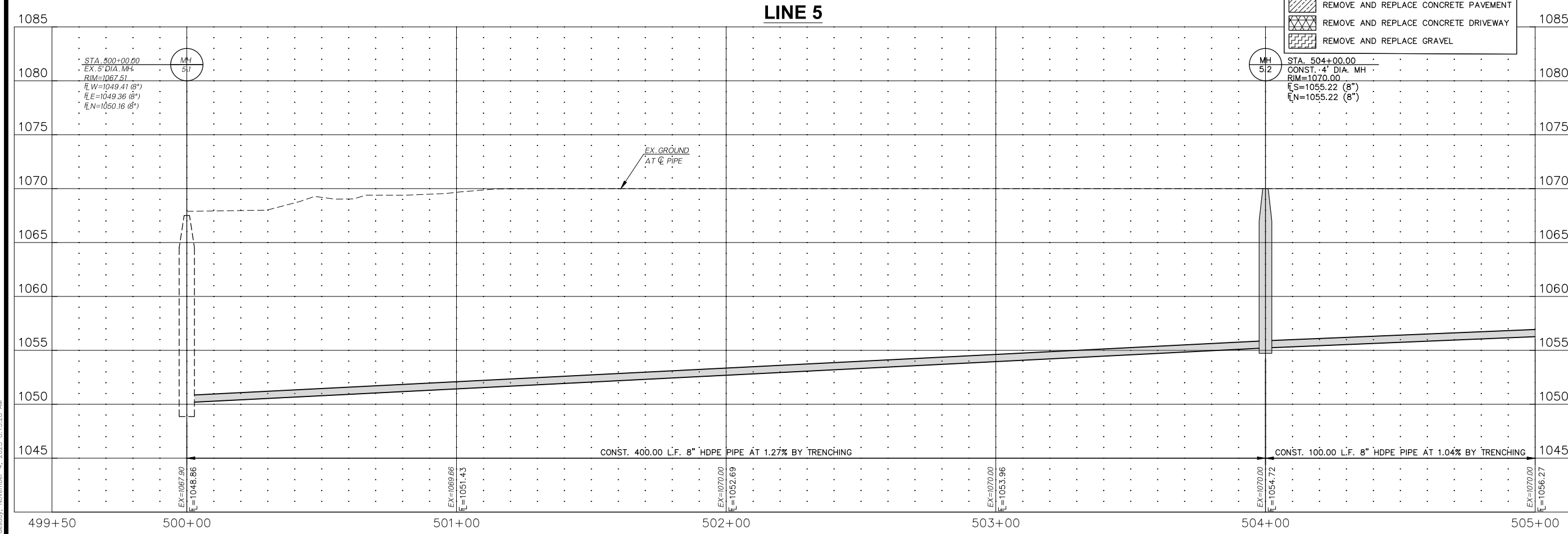
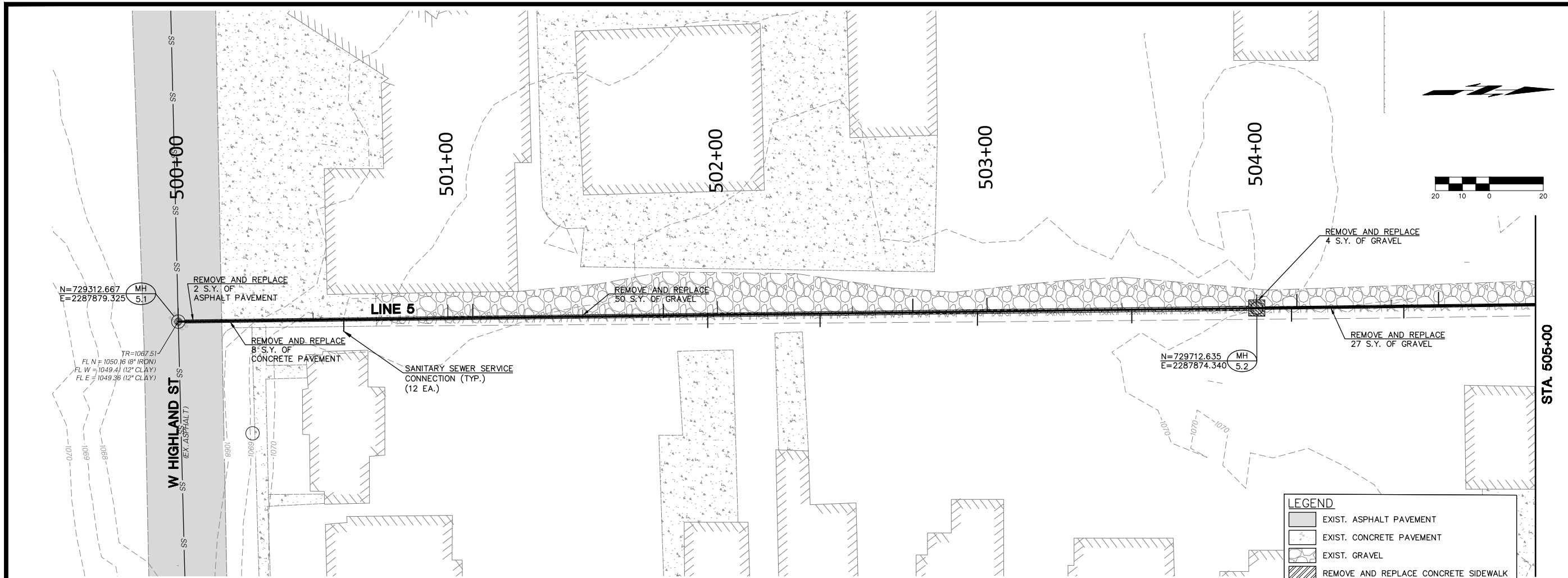
LINE 5 PLAN & PROFILE (1 OF 4)

DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

REVISIONS

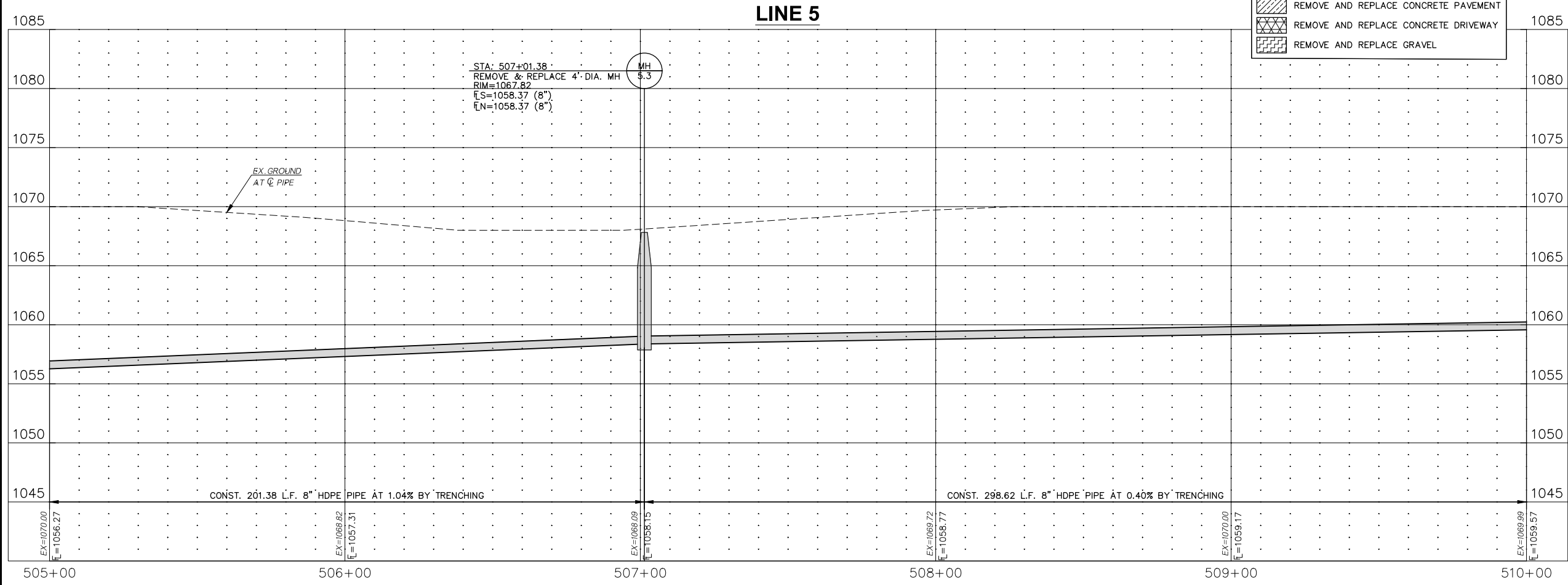
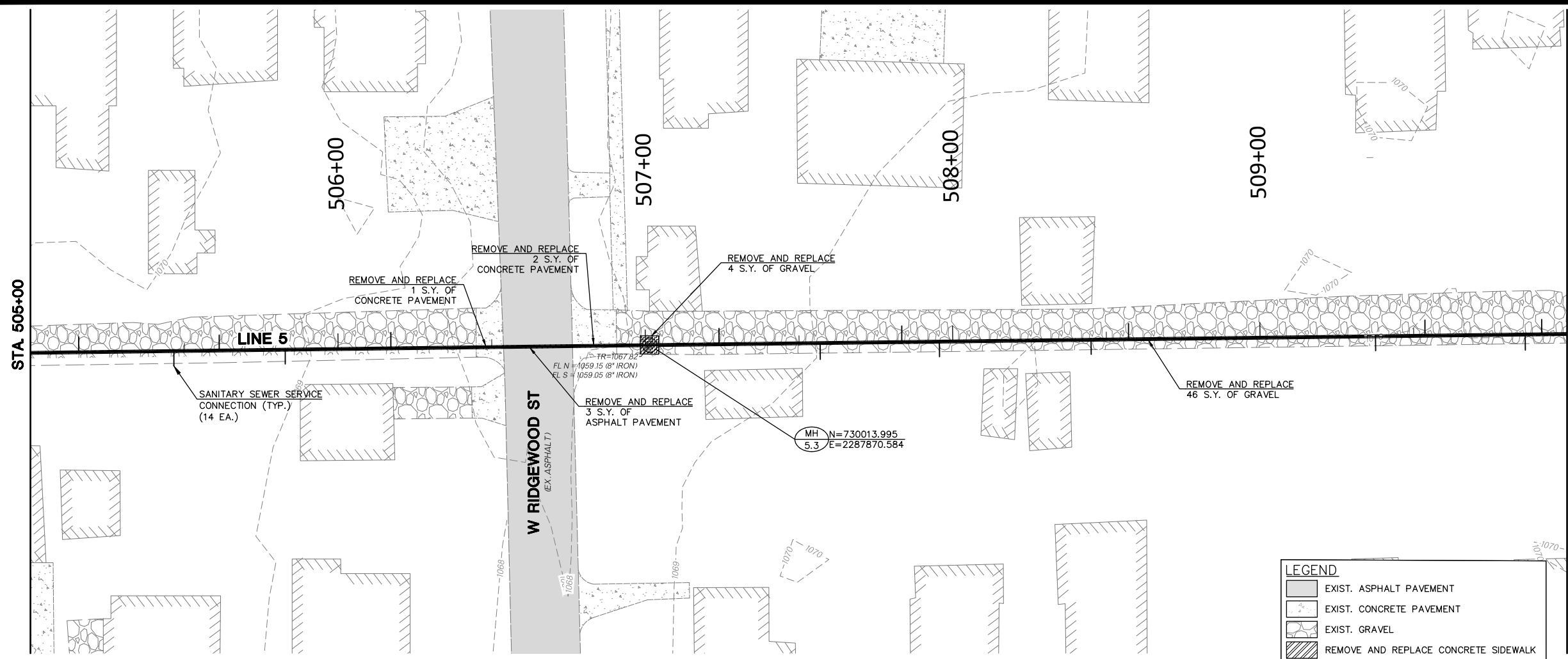
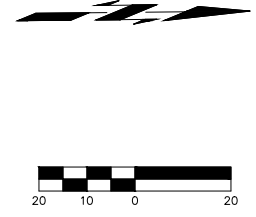
SHEET NUMBER

11





COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 5 PLAN & PROFILE (2 OF 4)

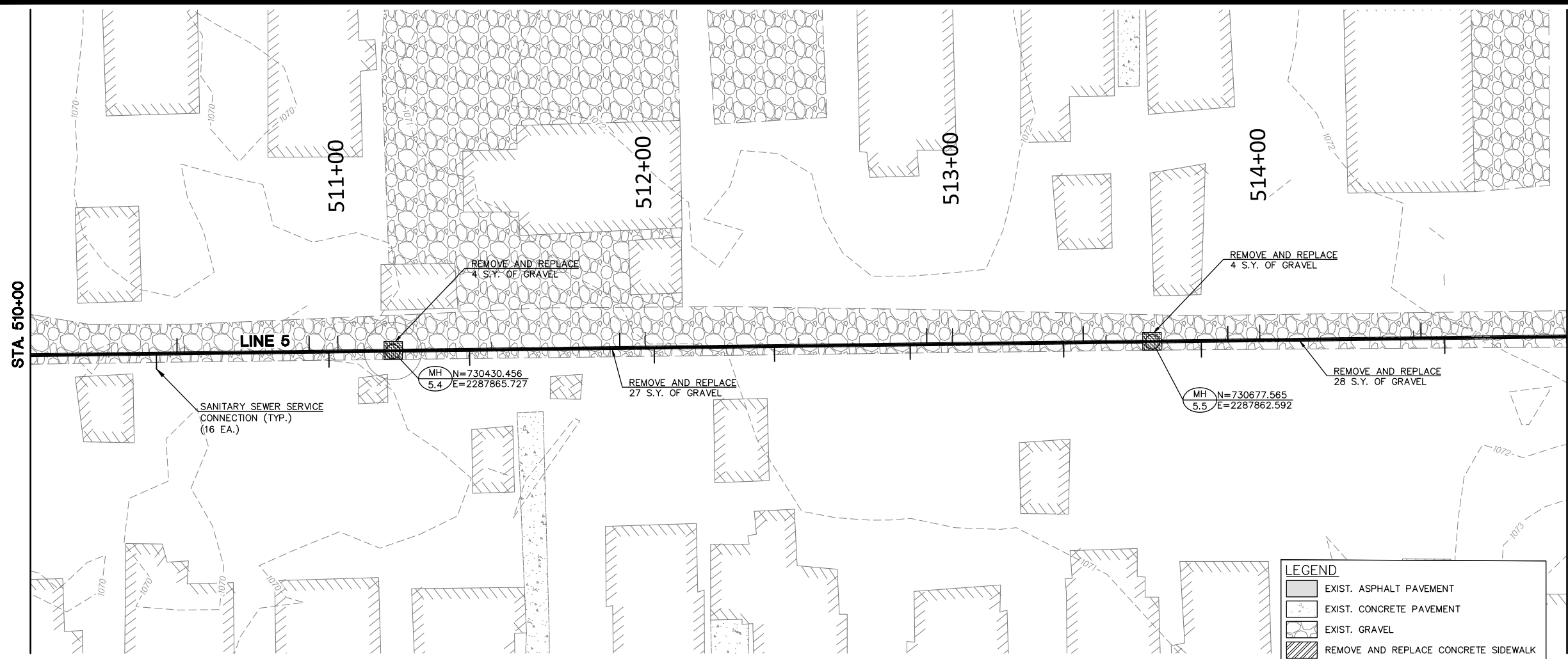
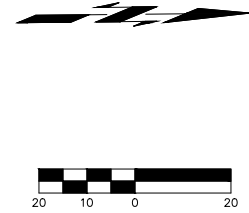
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER
 12

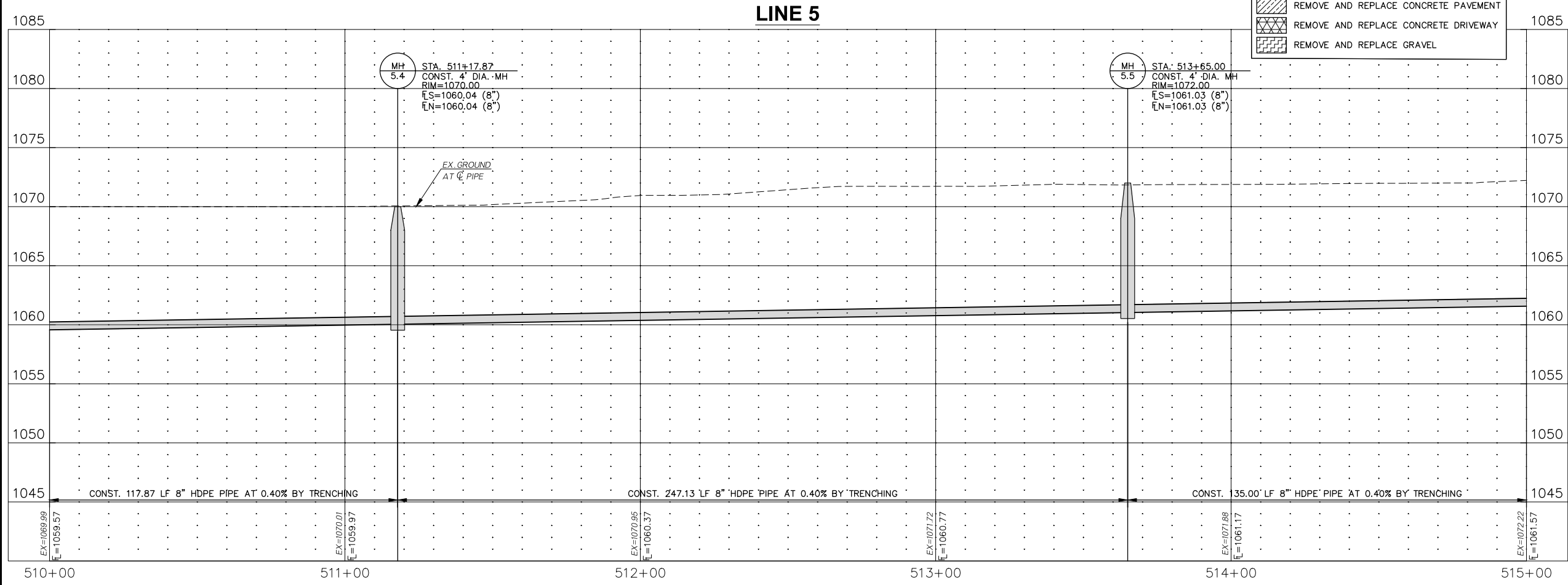


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

[Symbol]	EXIST. ASPHALT PAVEMENT
[Symbol]	EXIST. CONCRETE PAVEMENT
[Symbol]	EXIST. GRAVEL
[Symbol]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Symbol]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Symbol]	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 5 PLAN & PROFILE (3 OF 4)

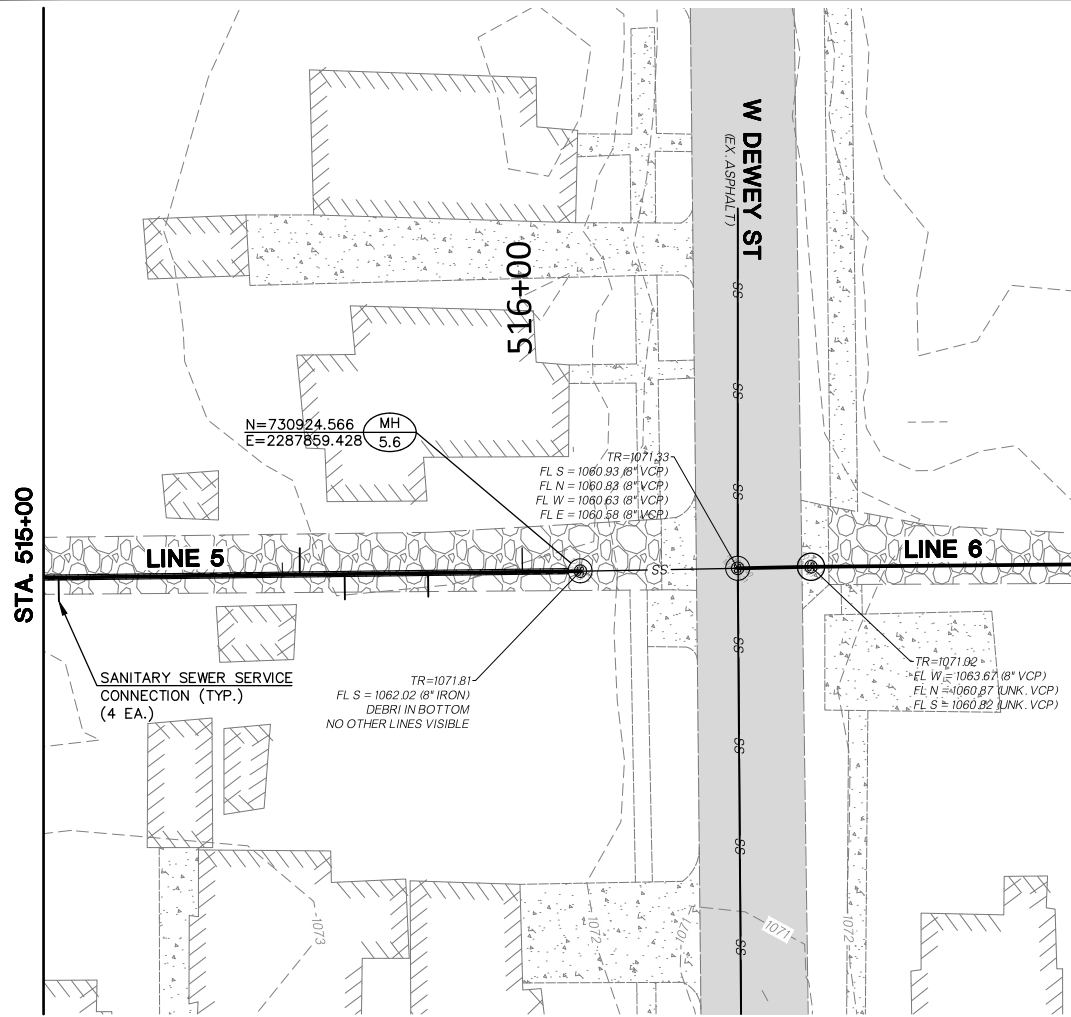
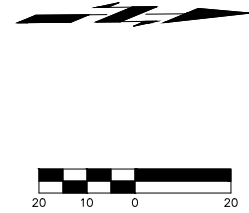
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
13

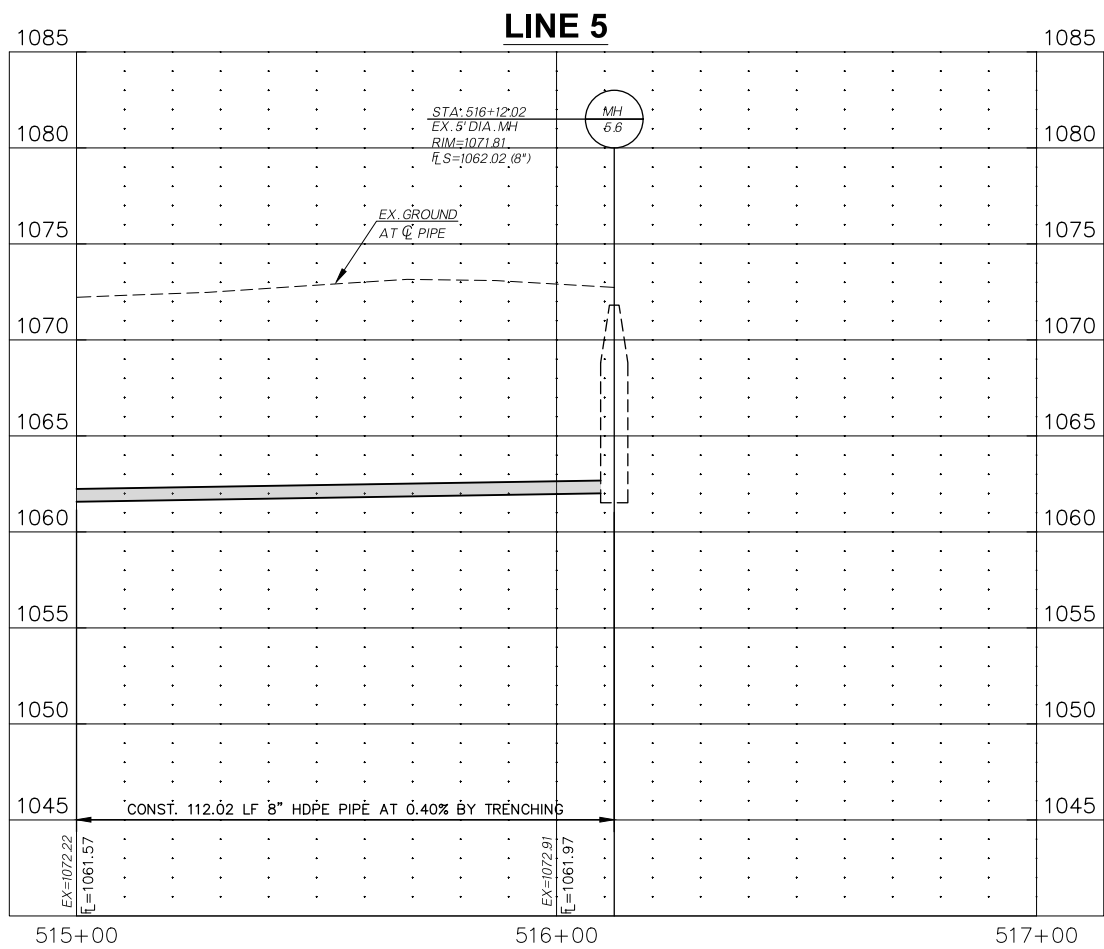


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.CO
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 5 PLAN & PROFILE (4 OF 4)

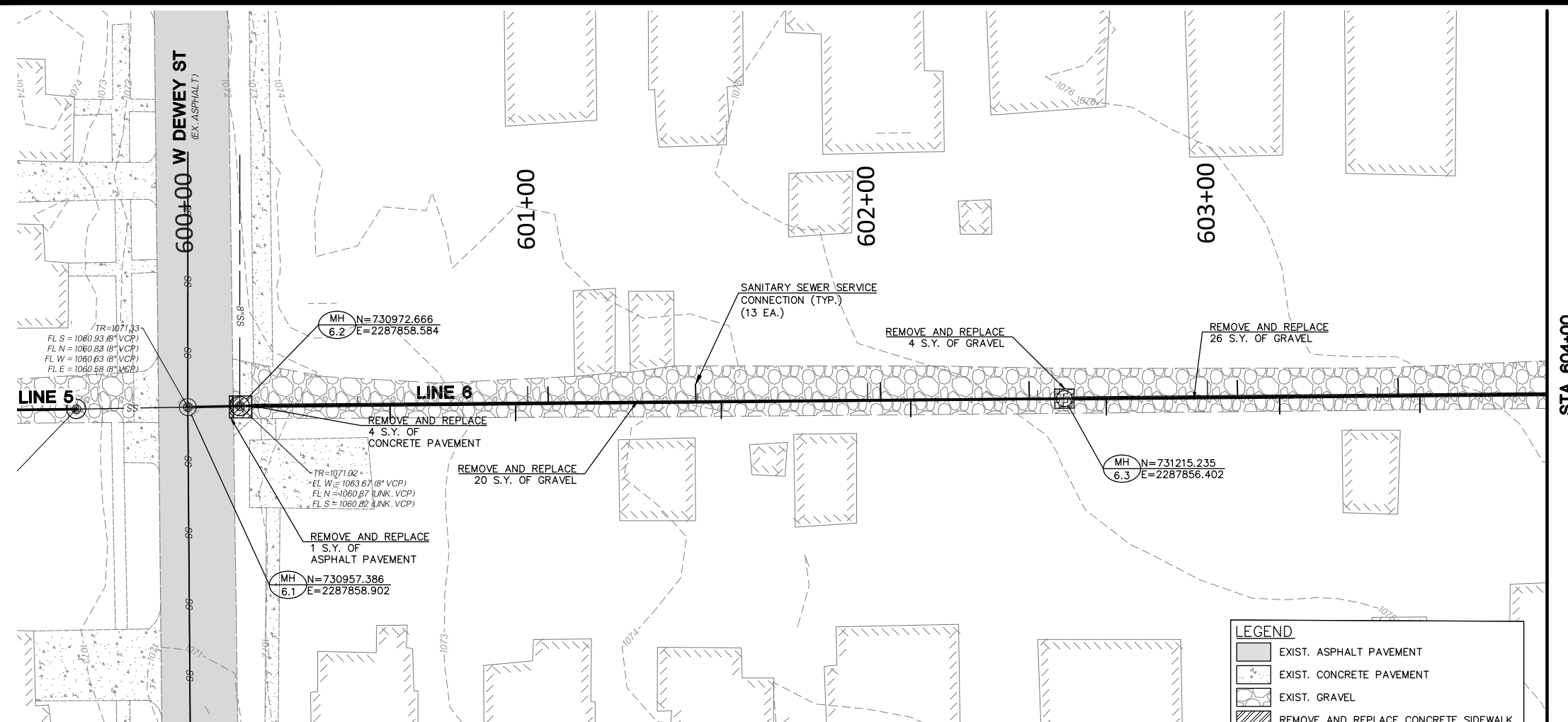
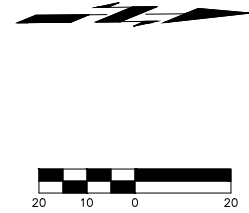
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
 14

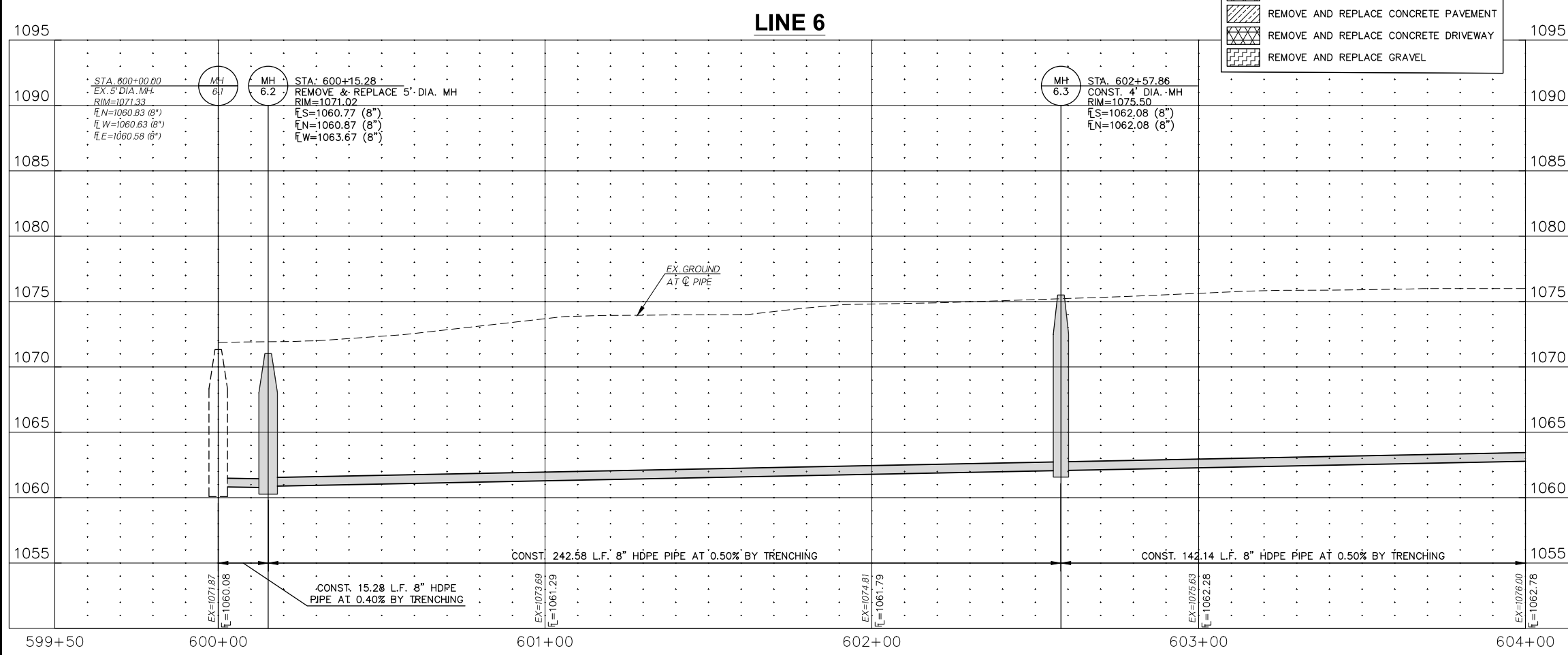


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE

POTTAWATOMIE COUNTY, OKLAHOMA

LINE 6 PLAN & PROFILE (1 OF 2)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

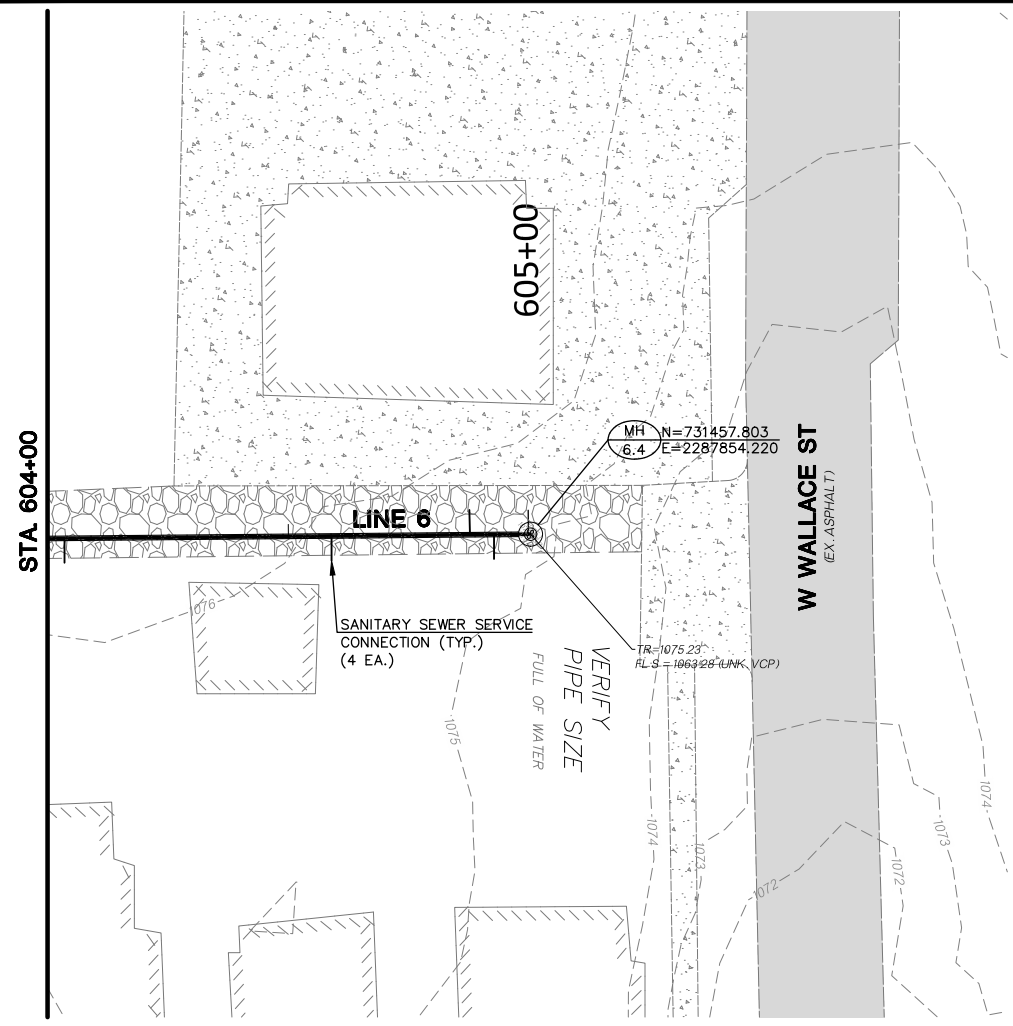
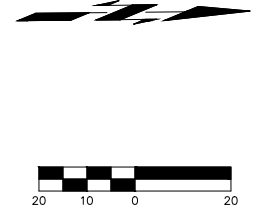
REVISIONS	

SHEET NUMBER

15

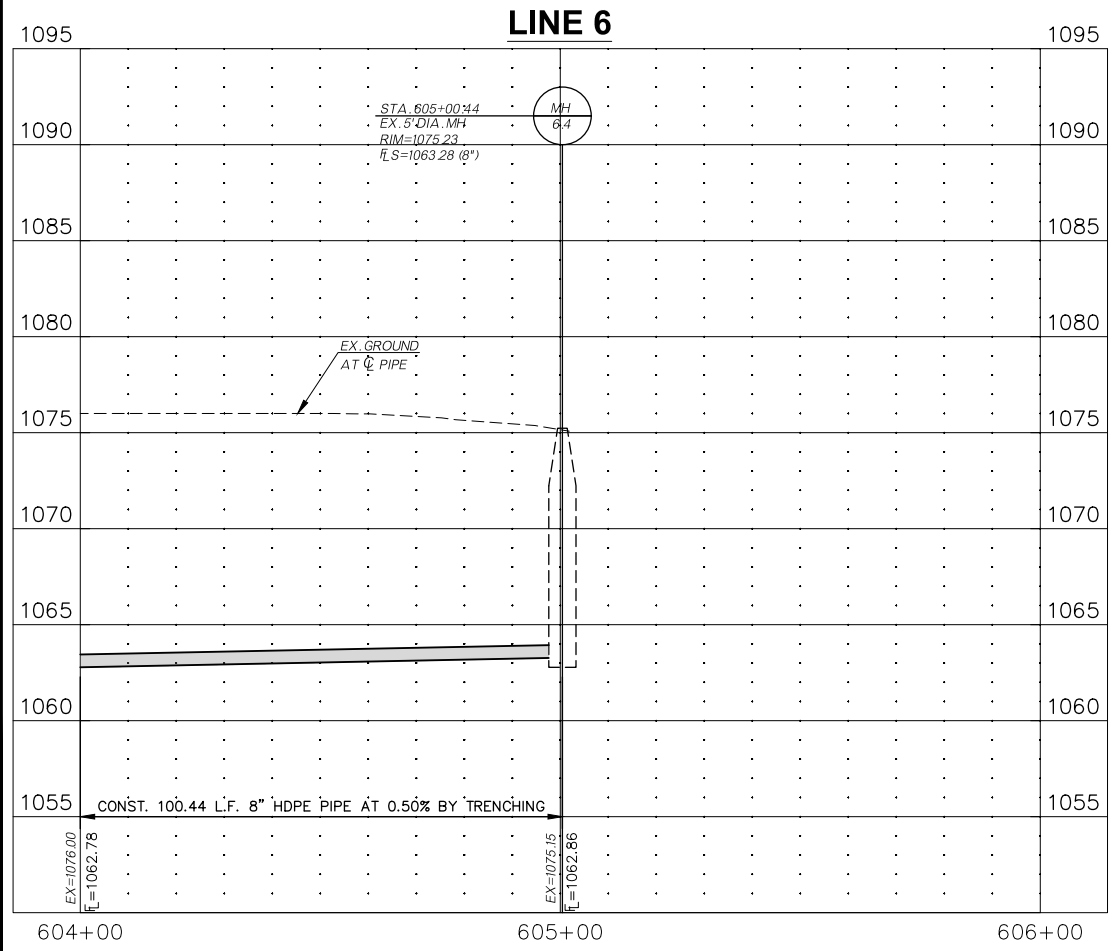


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 6 PLAN & PROFILE (2 OF 2)

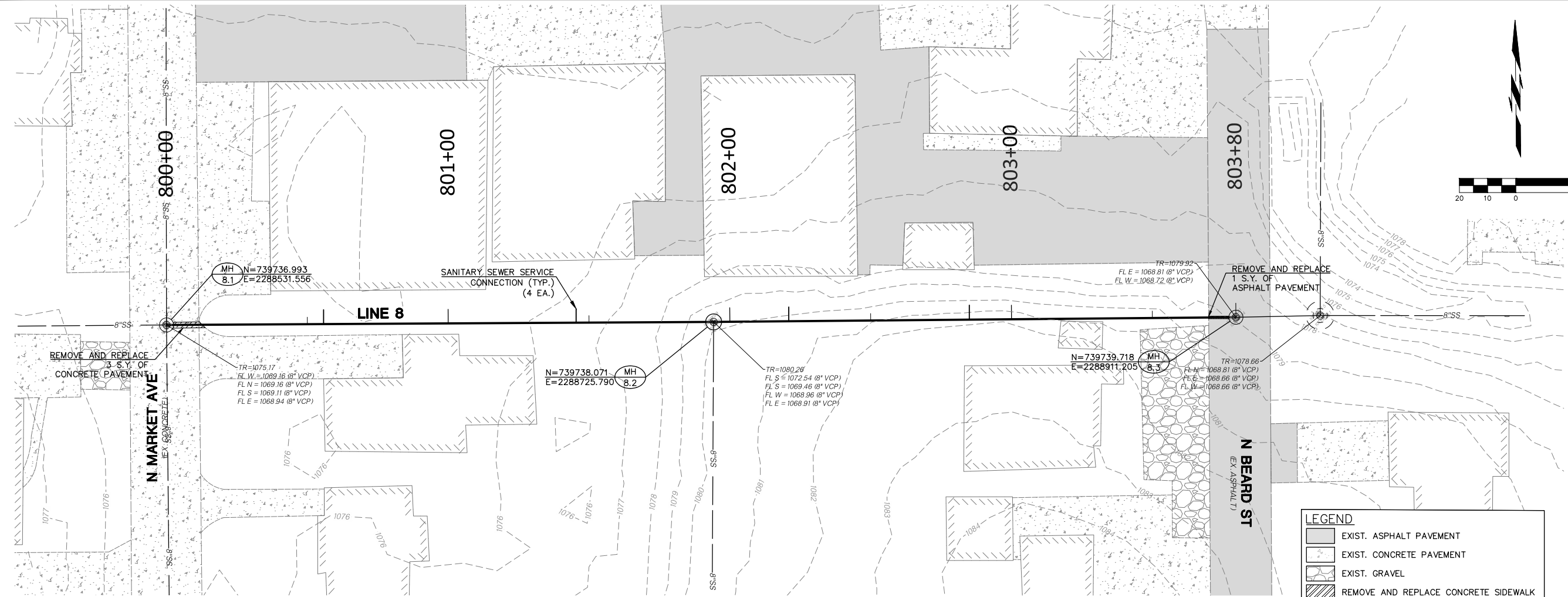
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
 16

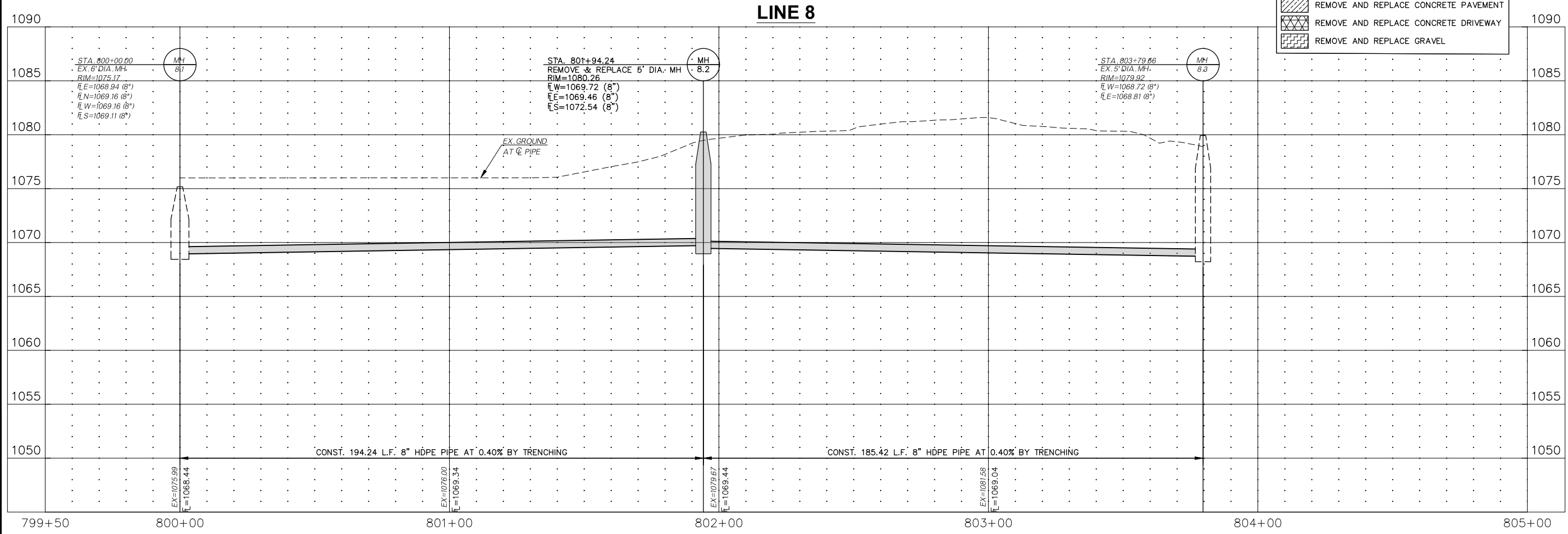


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 8 PLAN & PROFILE

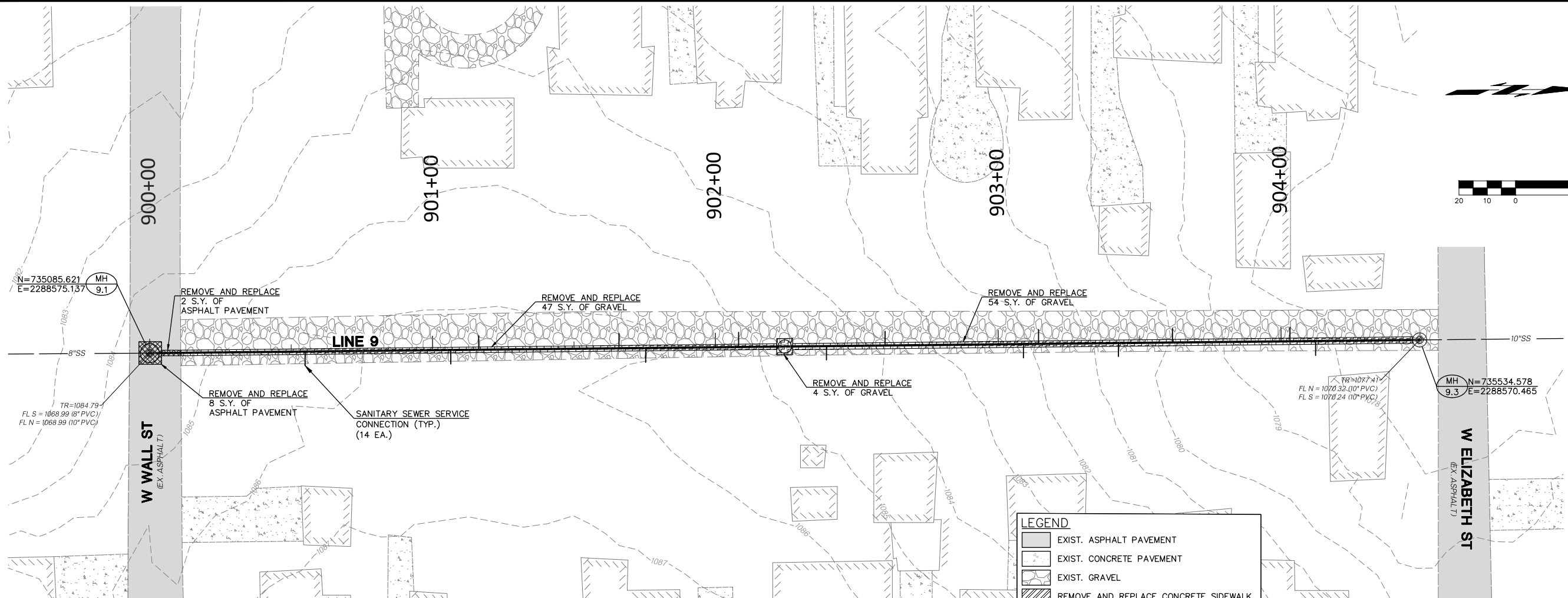
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER

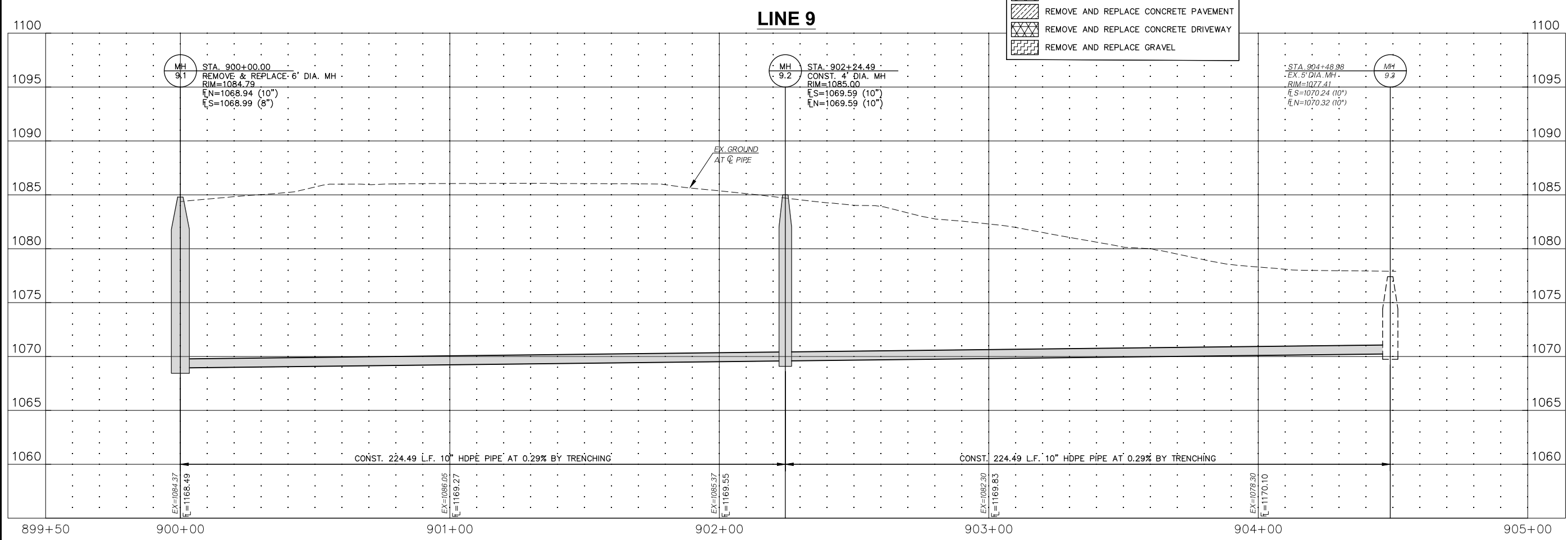


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 9 PLAN & PROFILE

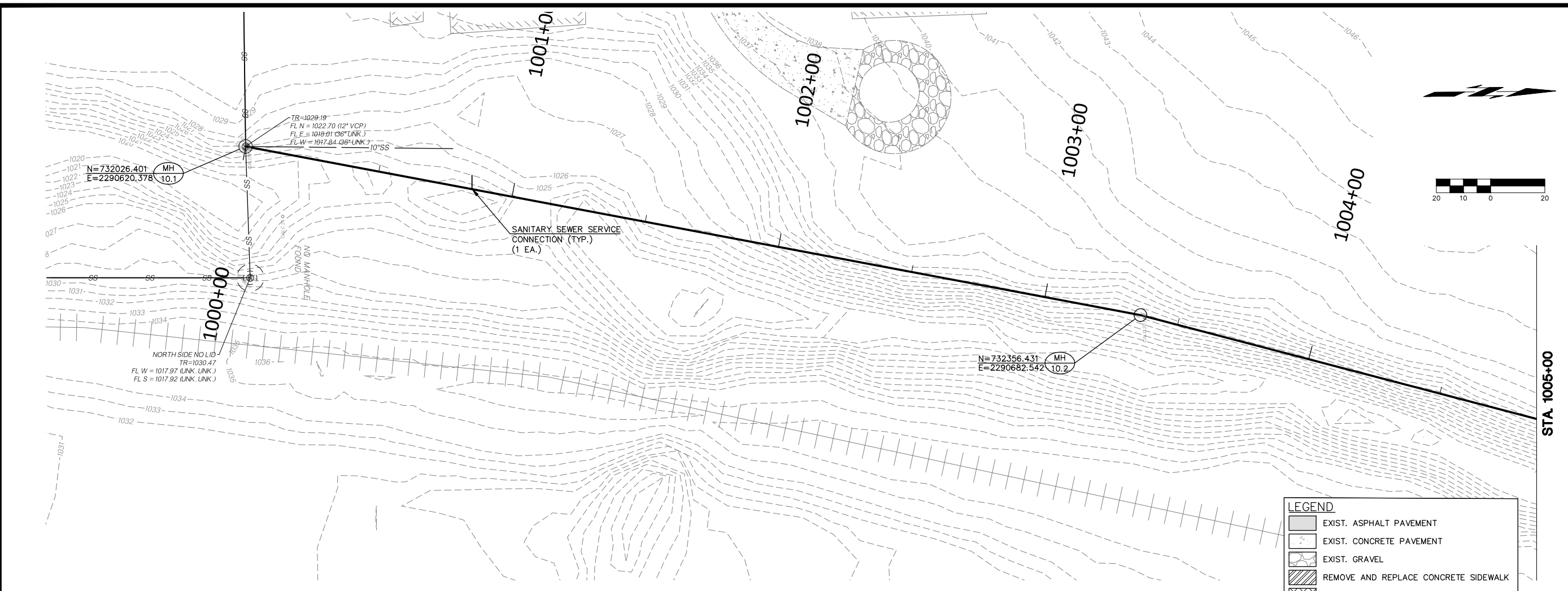
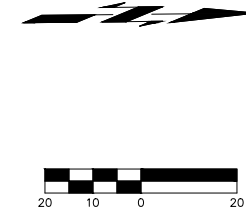
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER

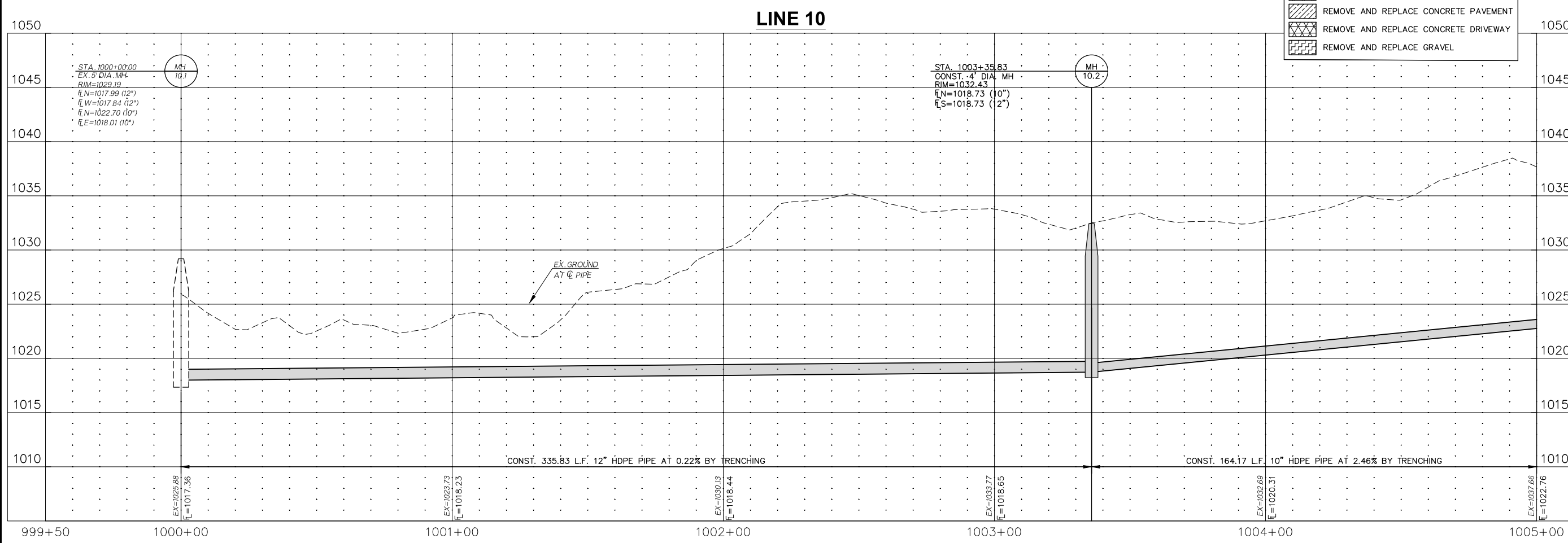


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 10 PLAN & PROFILE (1 OF 3)

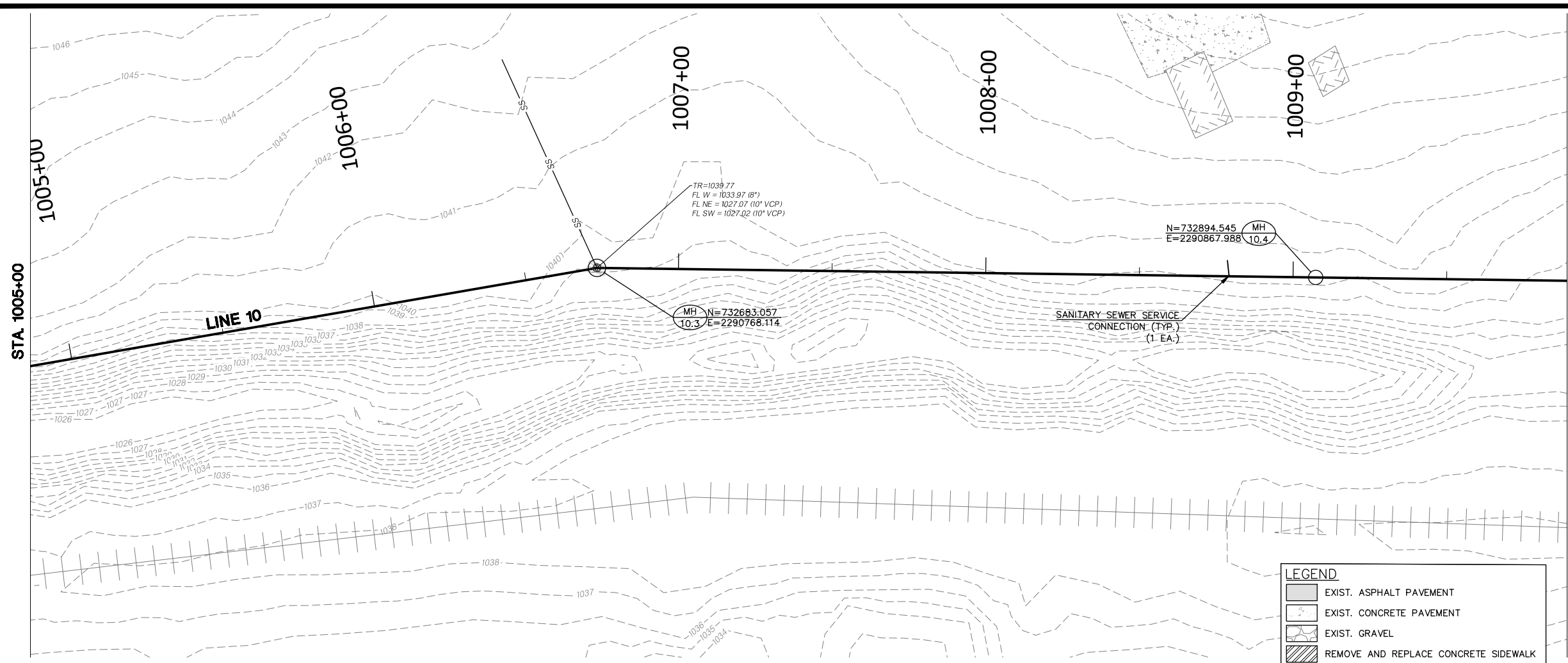
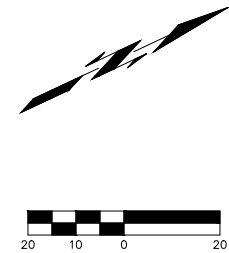
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER

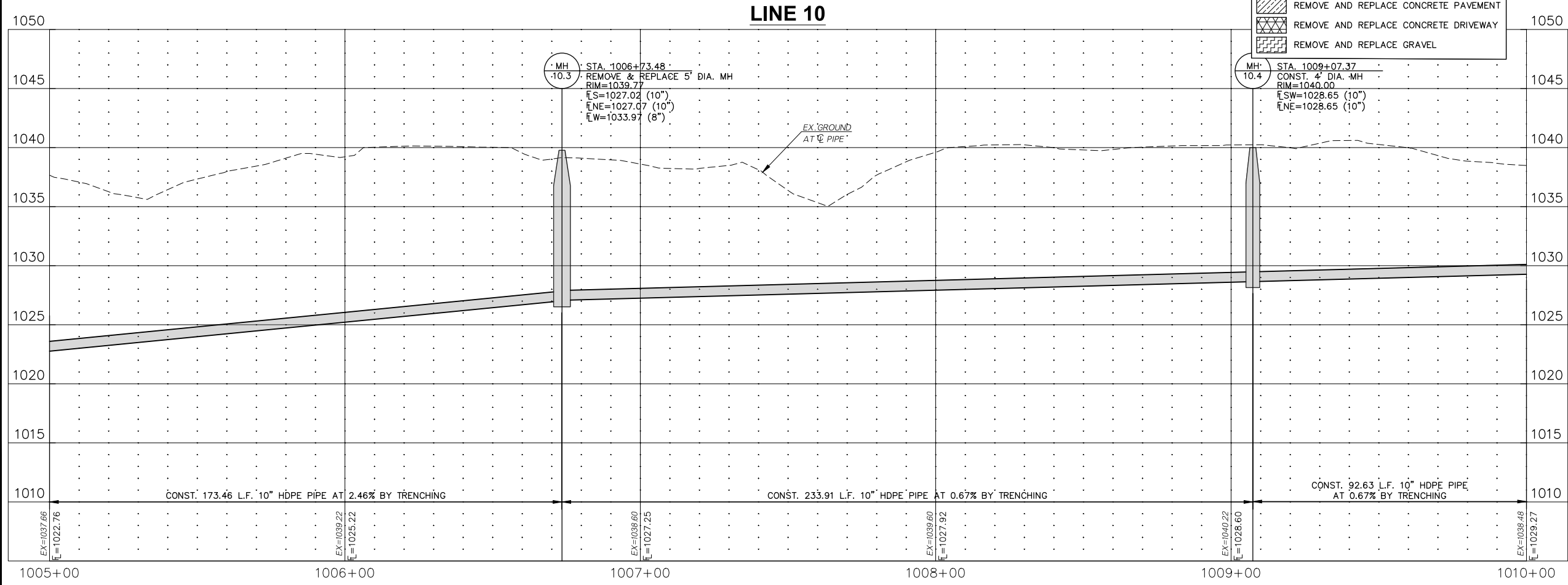


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 10 PLAN & PROFILE (2 OF 3)

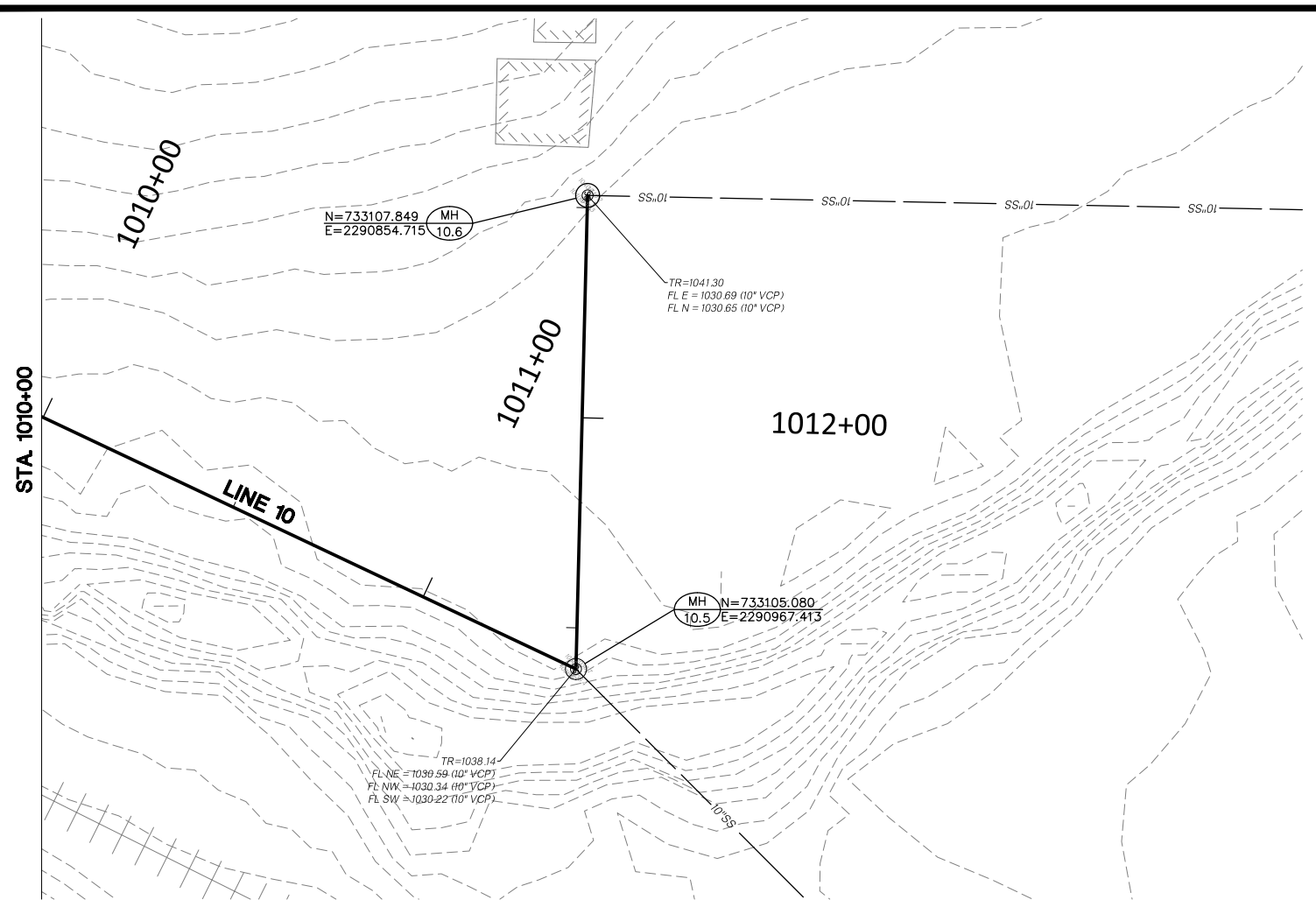
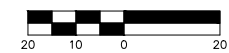
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER

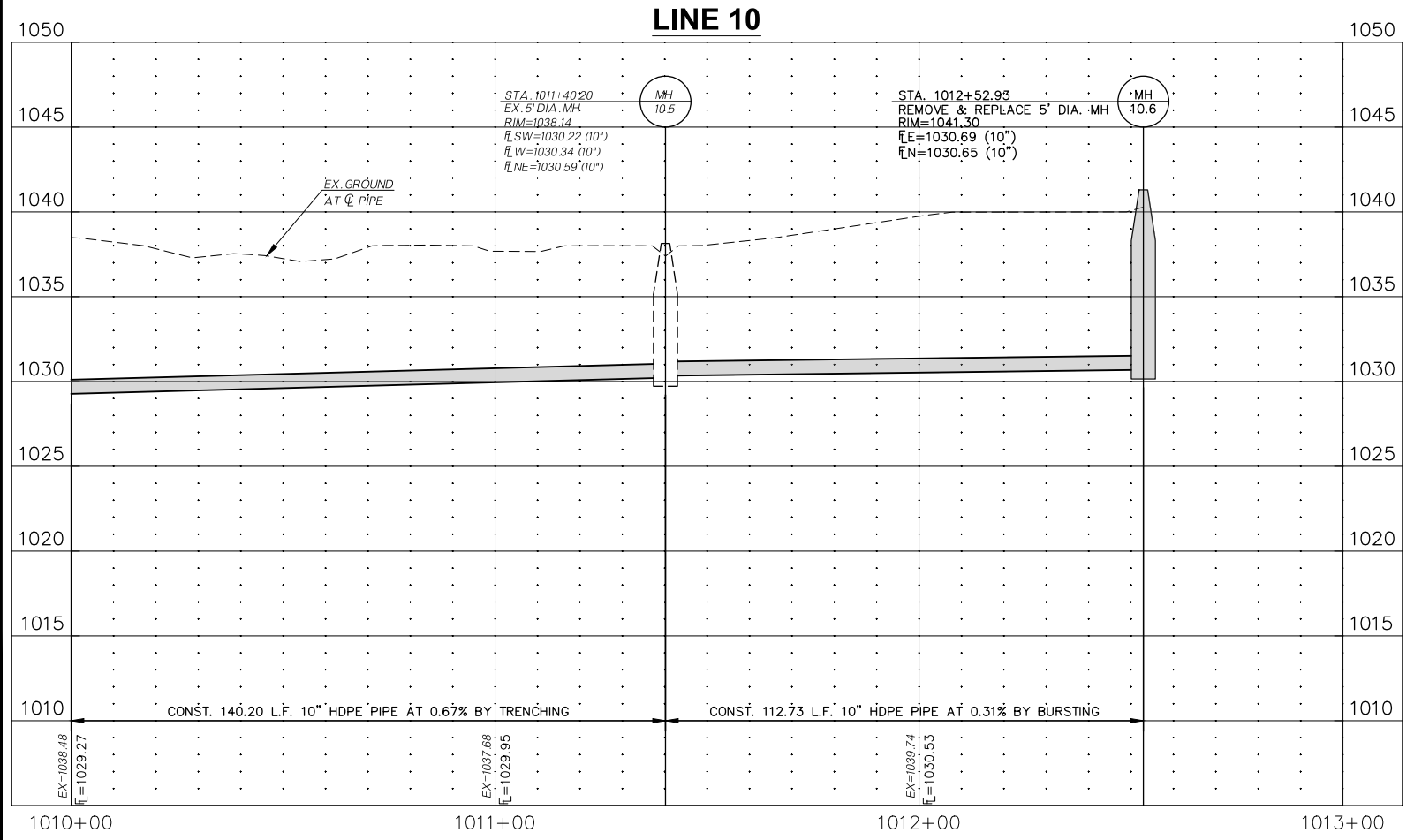


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 10 PLAN & PROFILE (3 OF 3)

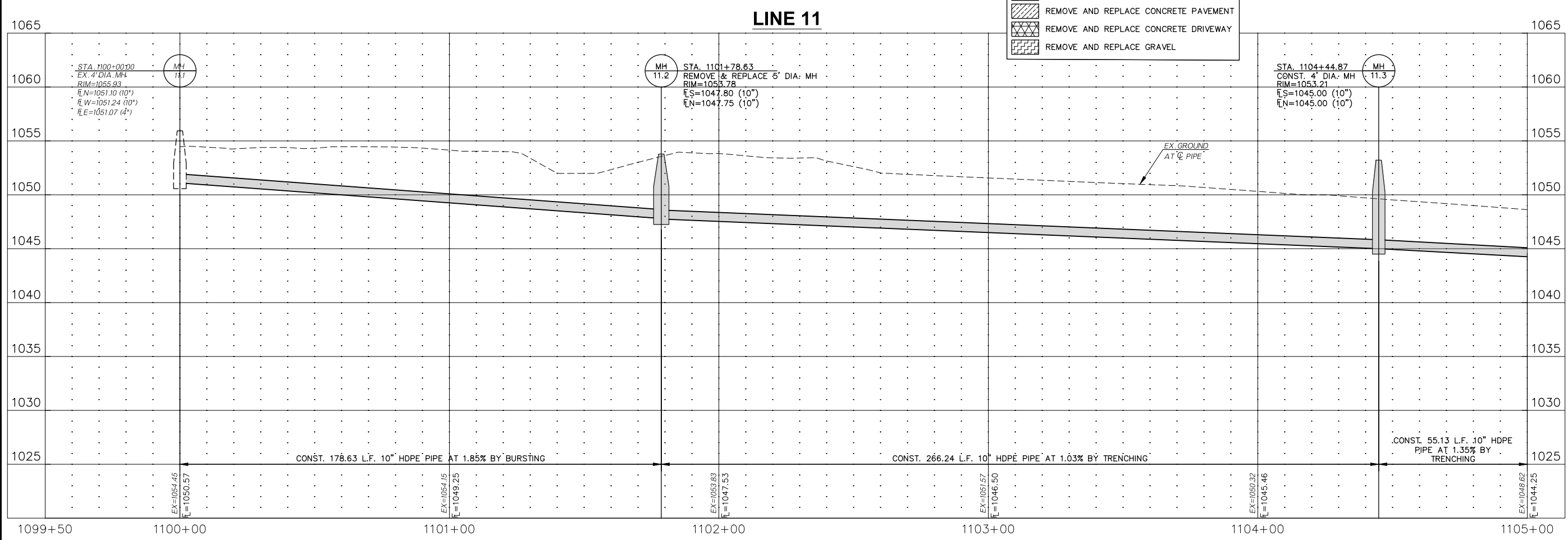
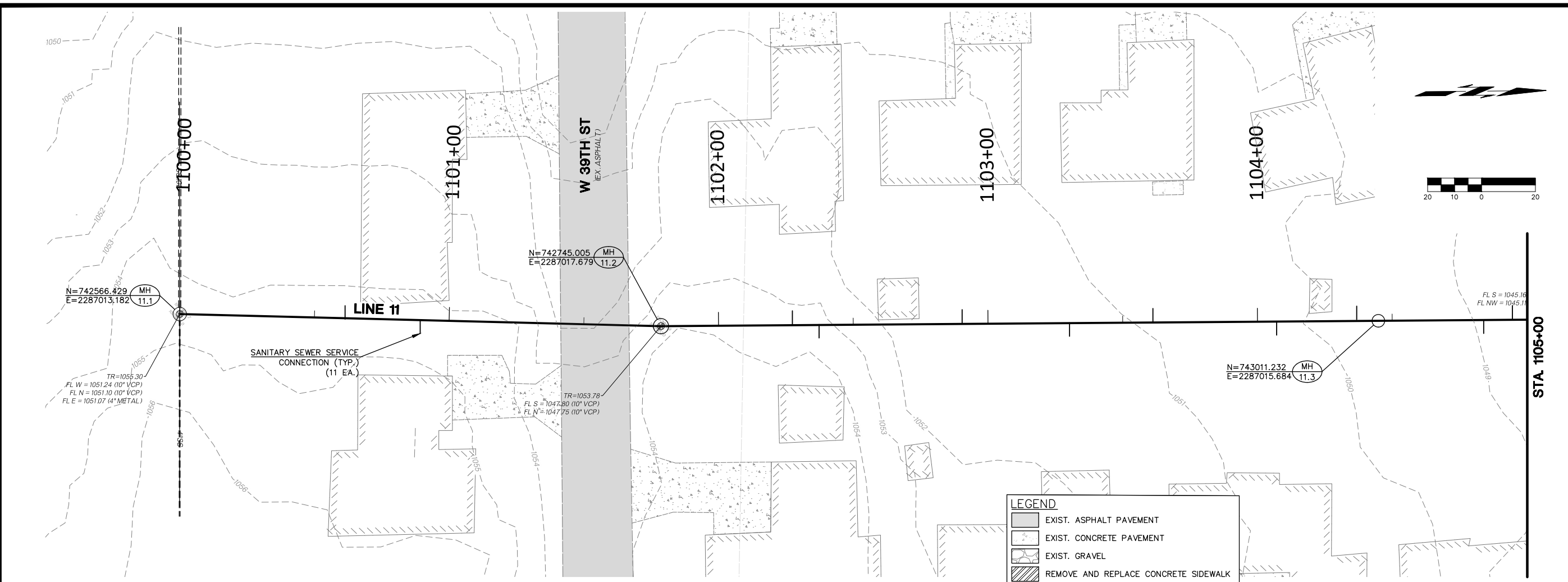
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
21



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 11 PLAN & PROFILE (1 OF 3)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

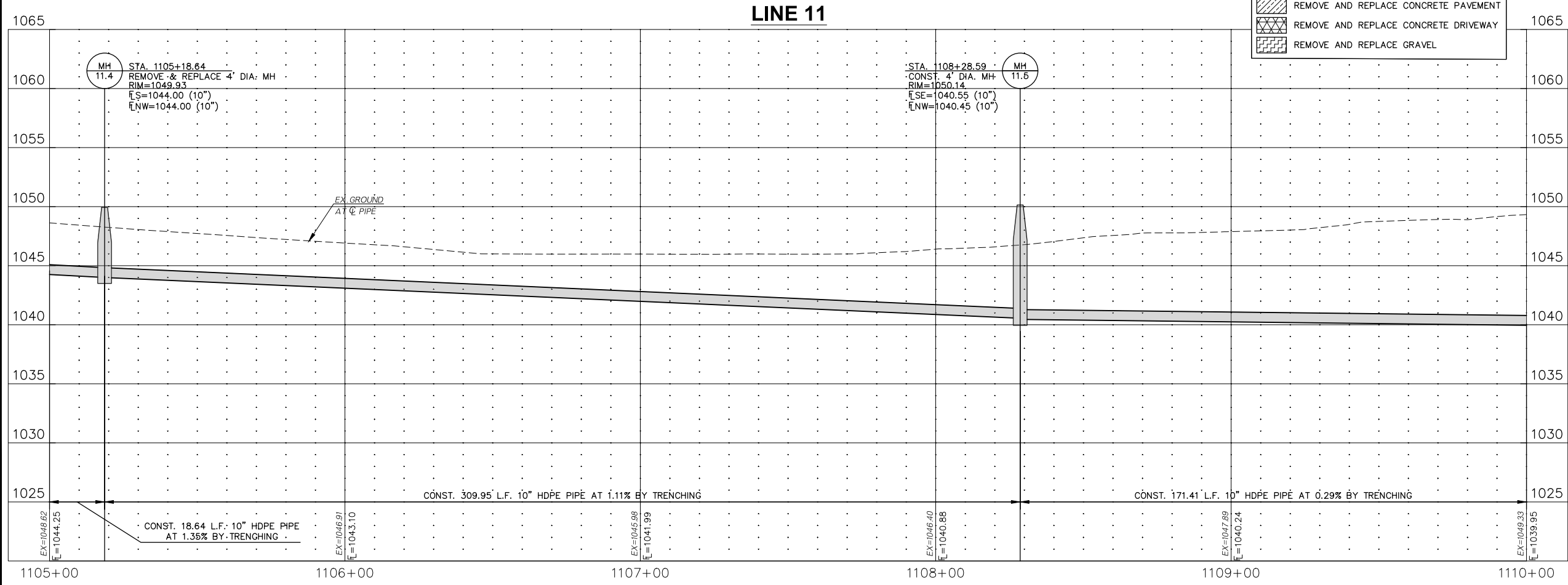
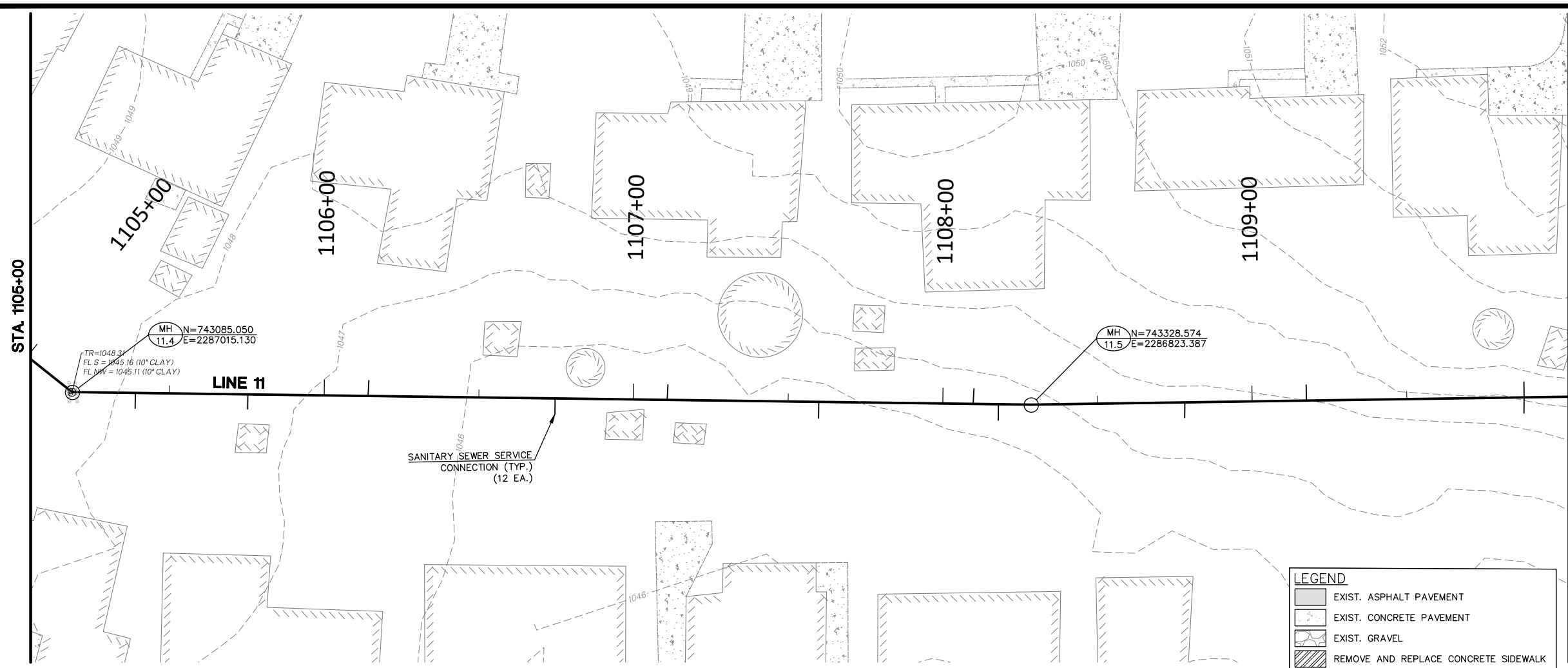
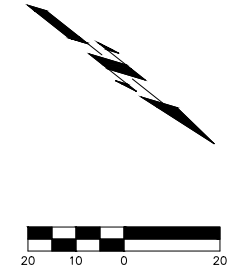
REVISIONS	

SHEET NUMBER

22



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 11 PLAN & PROFILE (2 OF 3)

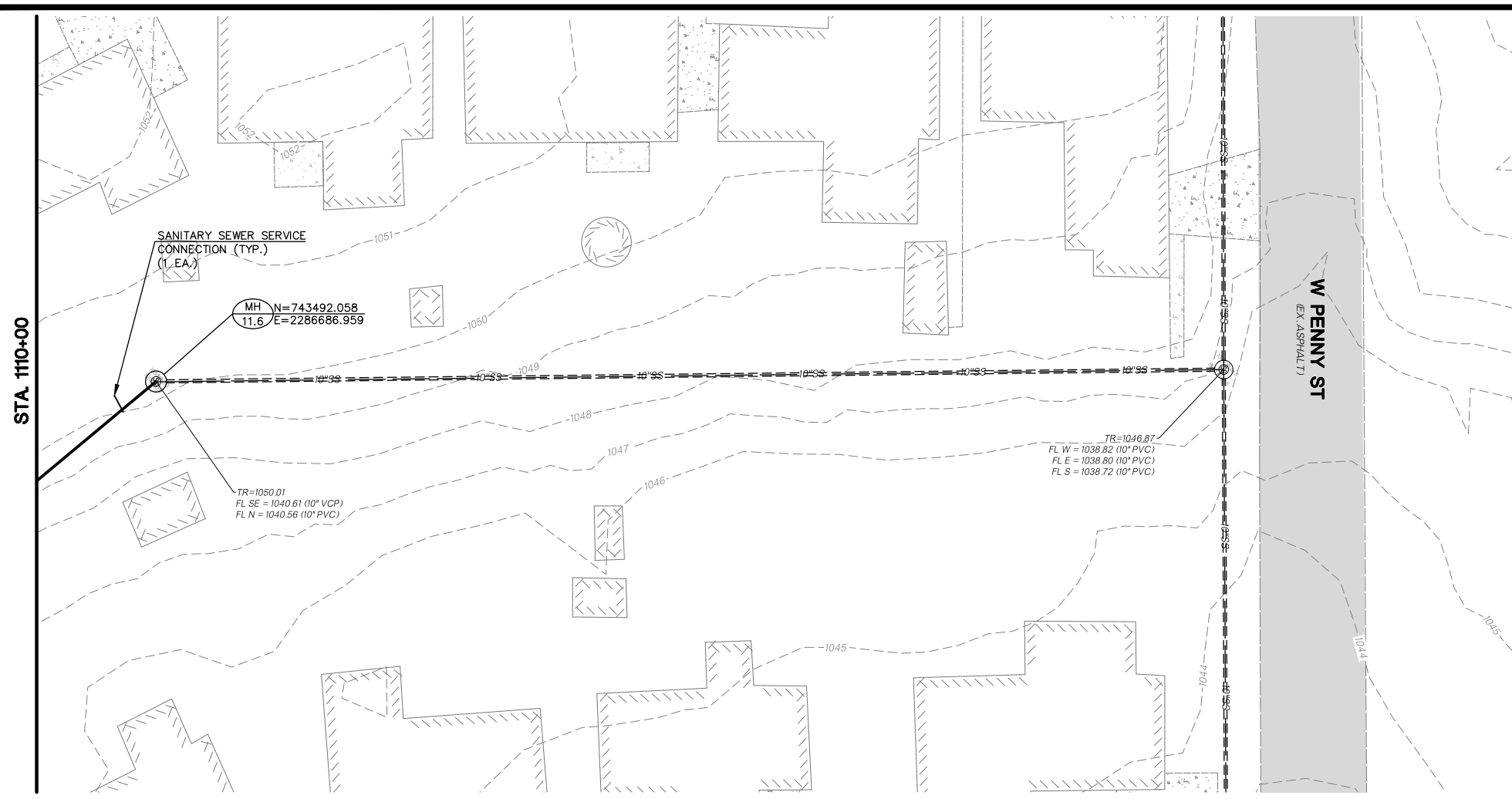
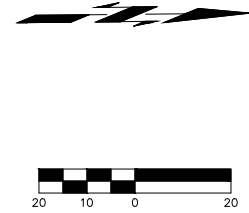
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER

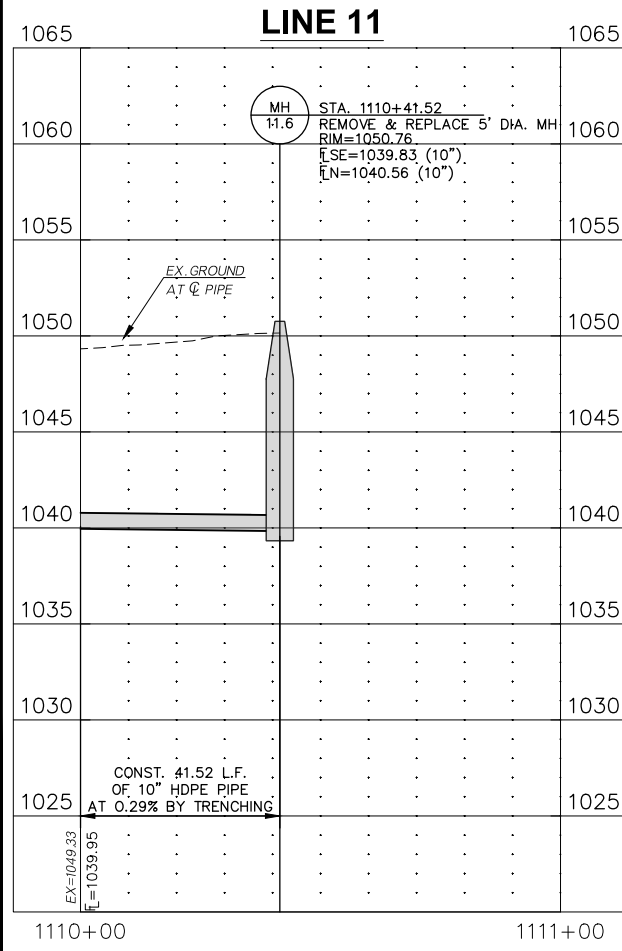


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 11 PLAN & PROFILE (3 OF 3)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
24

Tuesday, November 4, 2025 8:17:02 AM

C:\PROJECTS\25-119 SHAWNEE SEWER BURSTING FY26\CAD\SWA\25-119 LINE 11 PLAN & PROFILE.DWG



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



SHAWNEE SANITARY SEWER BURSTING FY26

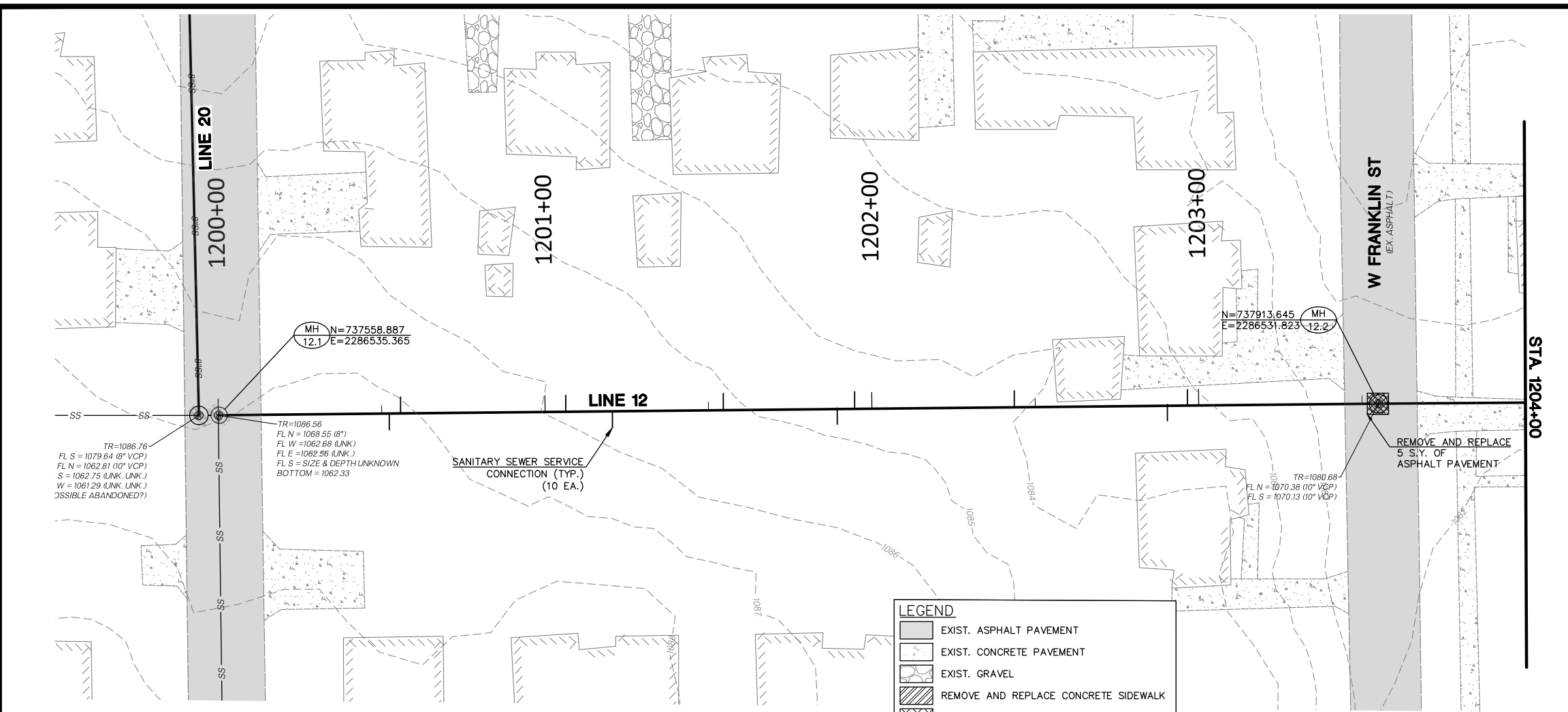
CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 12 PLAN & PROFILE (1 OF 3)

DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

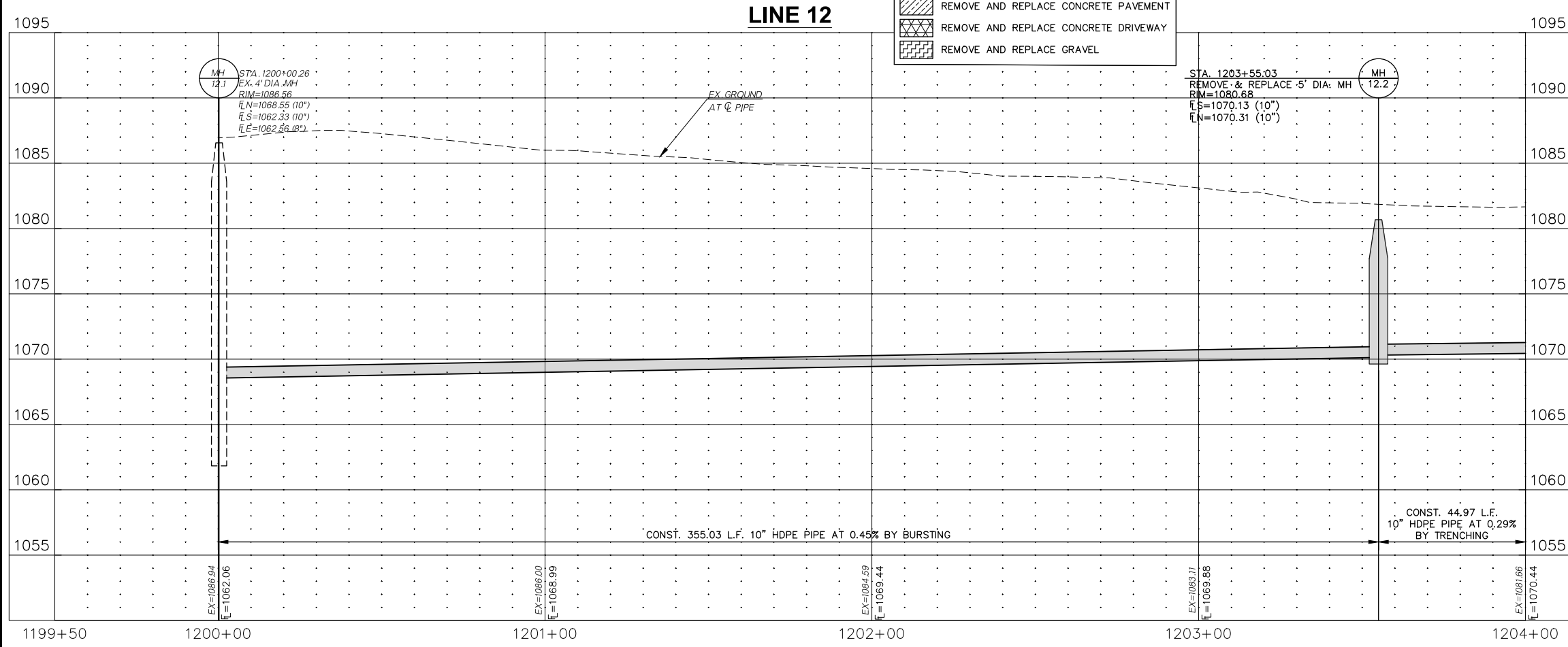
REVISIONS

SHEET NUMBER
 25



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL

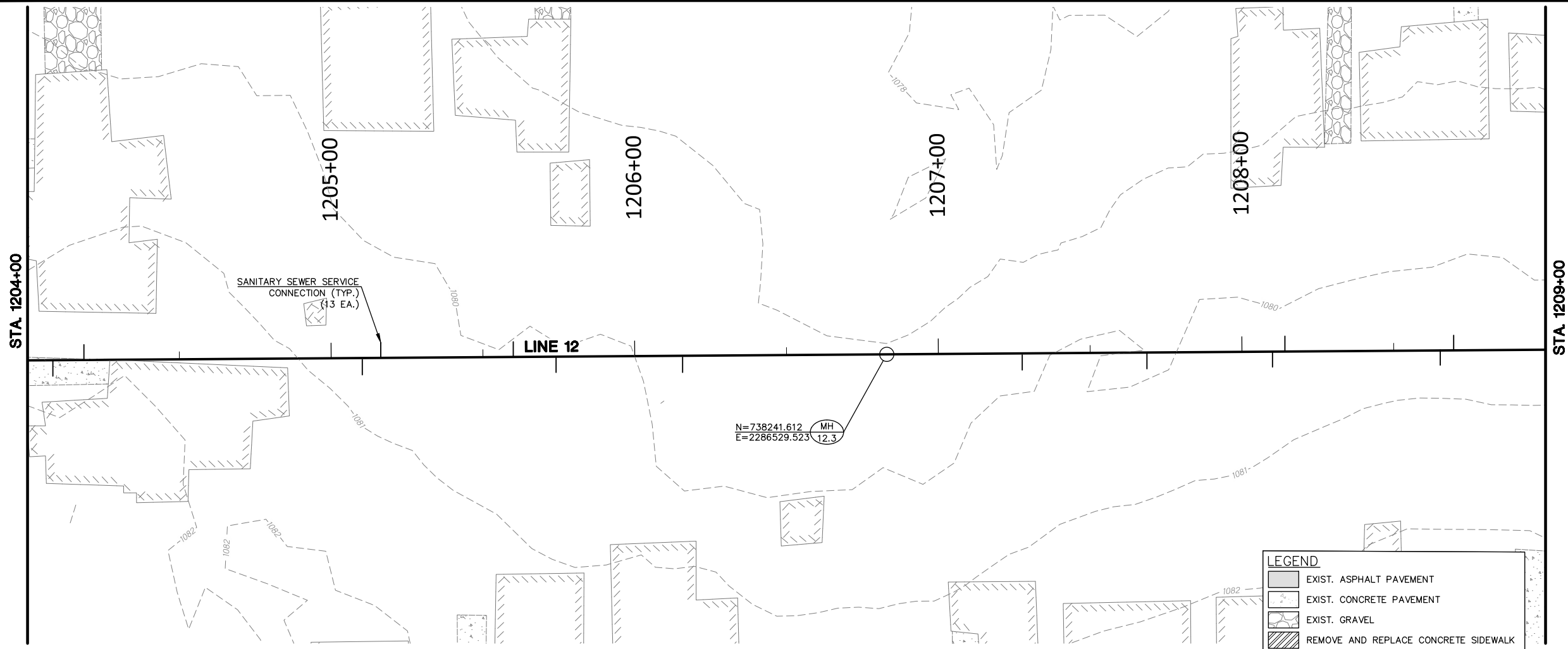
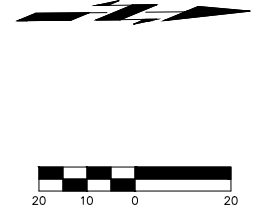


Tuesday, November 4, 2025 8:17:26 AM

C:\PROJECTS\25-119 SHAWNEE SEWER BURSTING\F26\CAD\SWA\25-119 LINE 12 PLAN & PROFILE.DWG

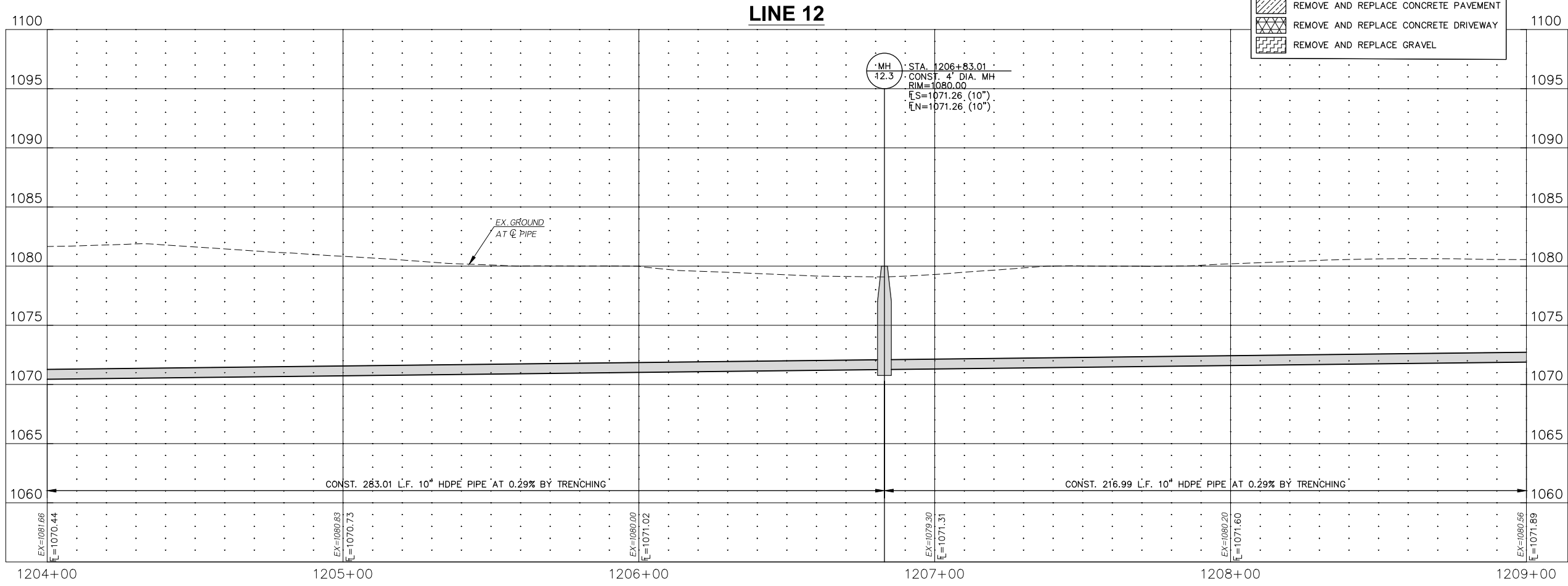


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 12 PLAN & PROFILE (2 OF 3)

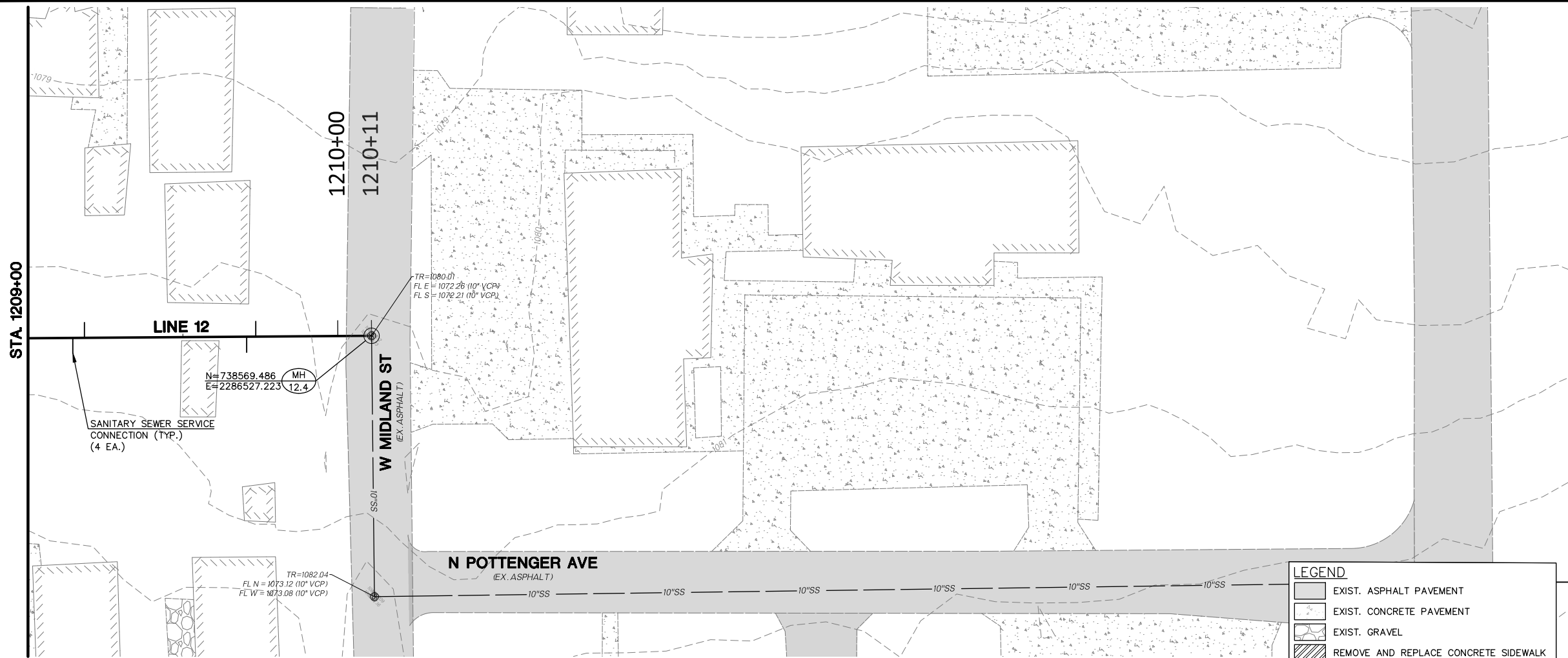
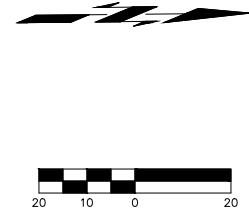
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

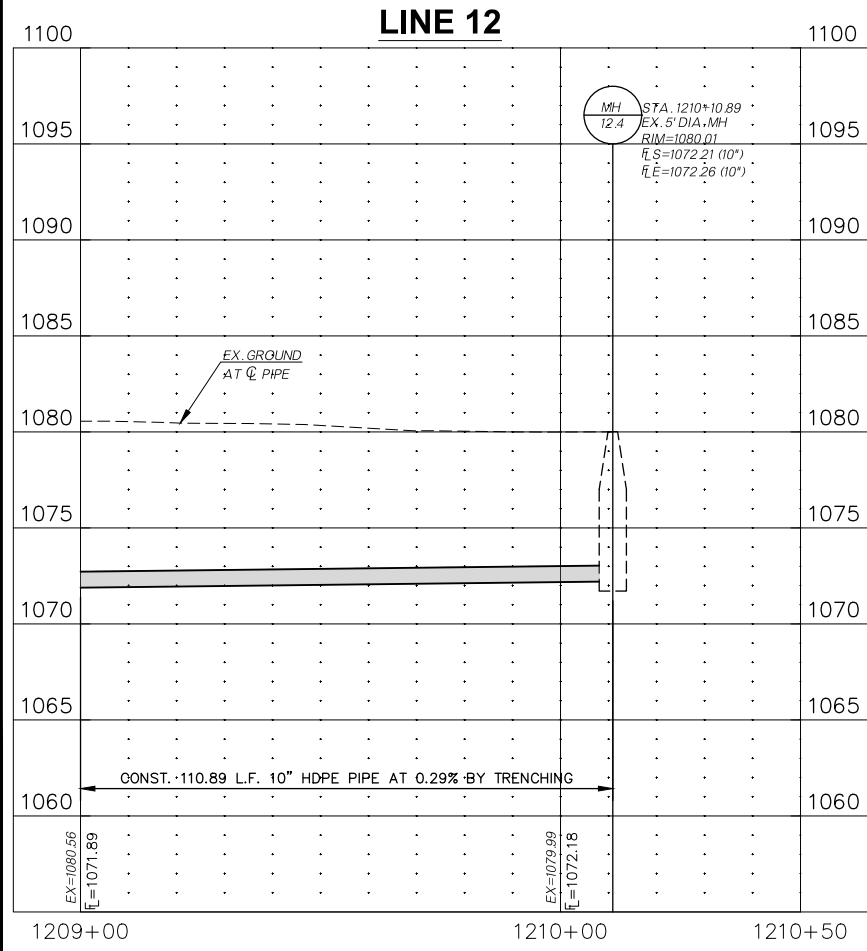
SHEET NUMBER
26



COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND	
[Symbol]	EXIST. ASPHALT PAVEMENT
[Symbol]	EXIST. CONCRETE PAVEMENT
[Symbol]	EXIST. GRAVEL
[Symbol]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Symbol]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Symbol]	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 12 PLAN & PROFILE (3 OF 3)

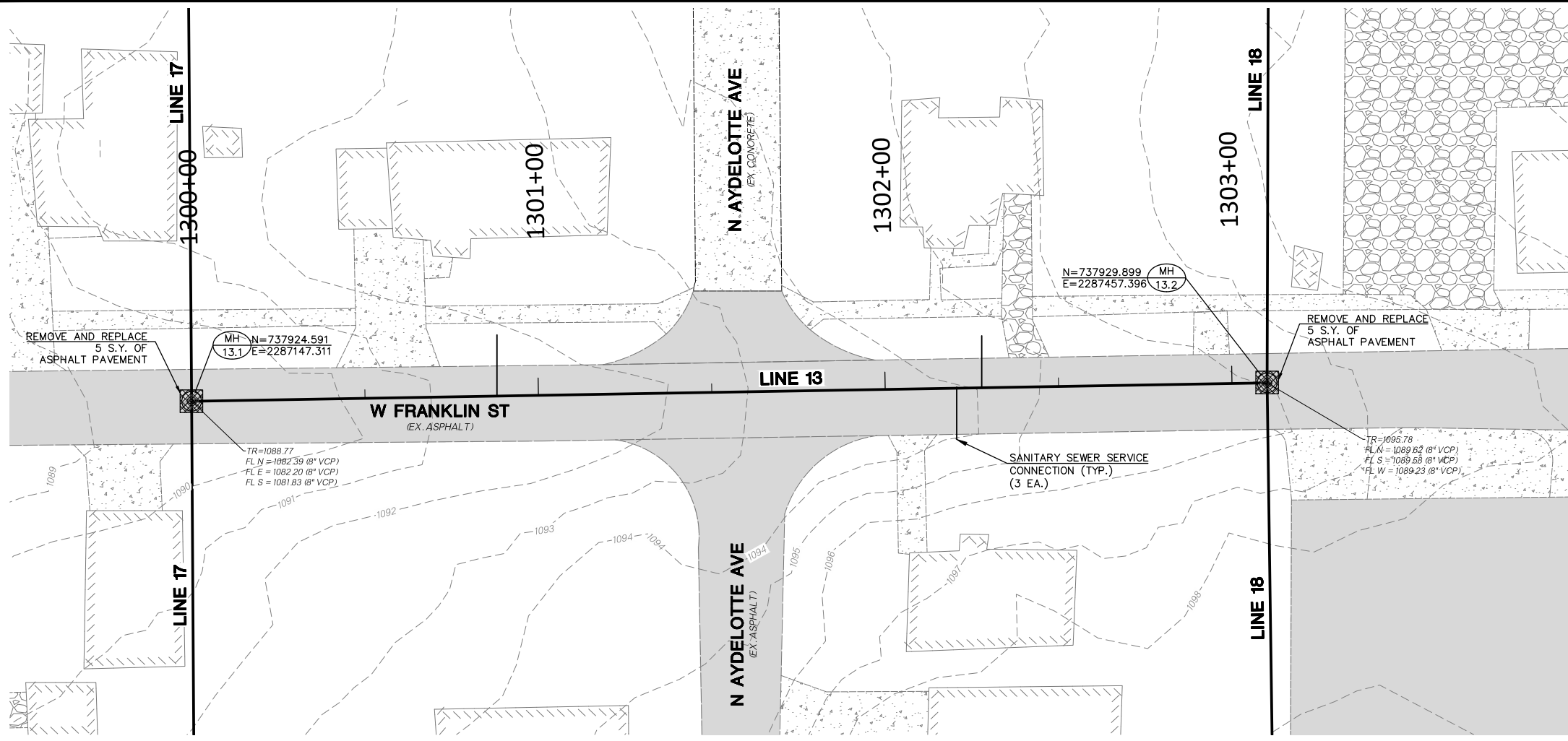
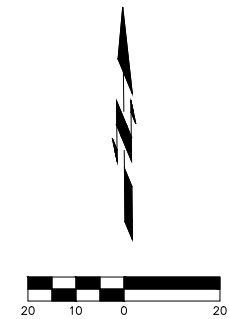
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER **27**

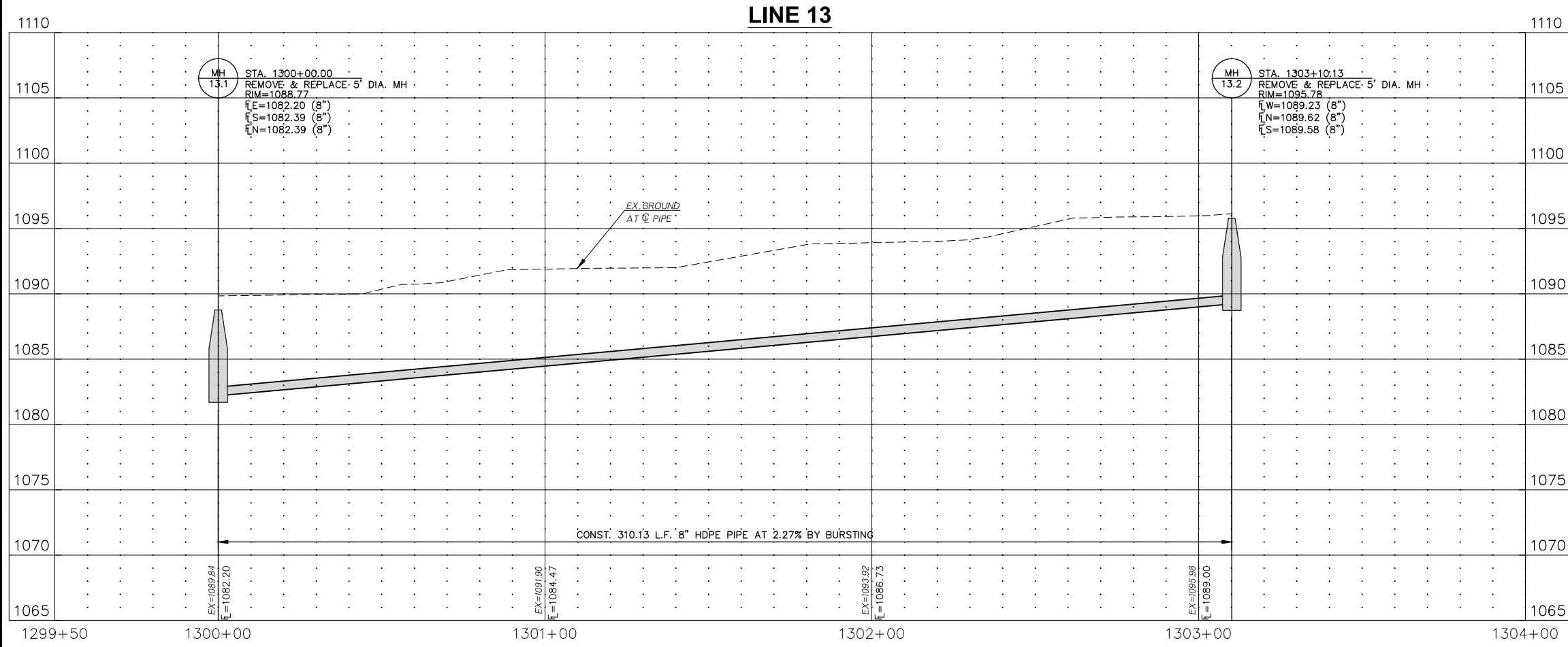


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

[Pattern]	EXIST. ASPHALT PAVEMENT
[Pattern]	EXIST. CONCRETE PAVEMENT
[Pattern]	EXIST. GRAVEL
[Pattern]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Pattern]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Pattern]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Pattern]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Pattern]	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 13 PLAN & PROFILE

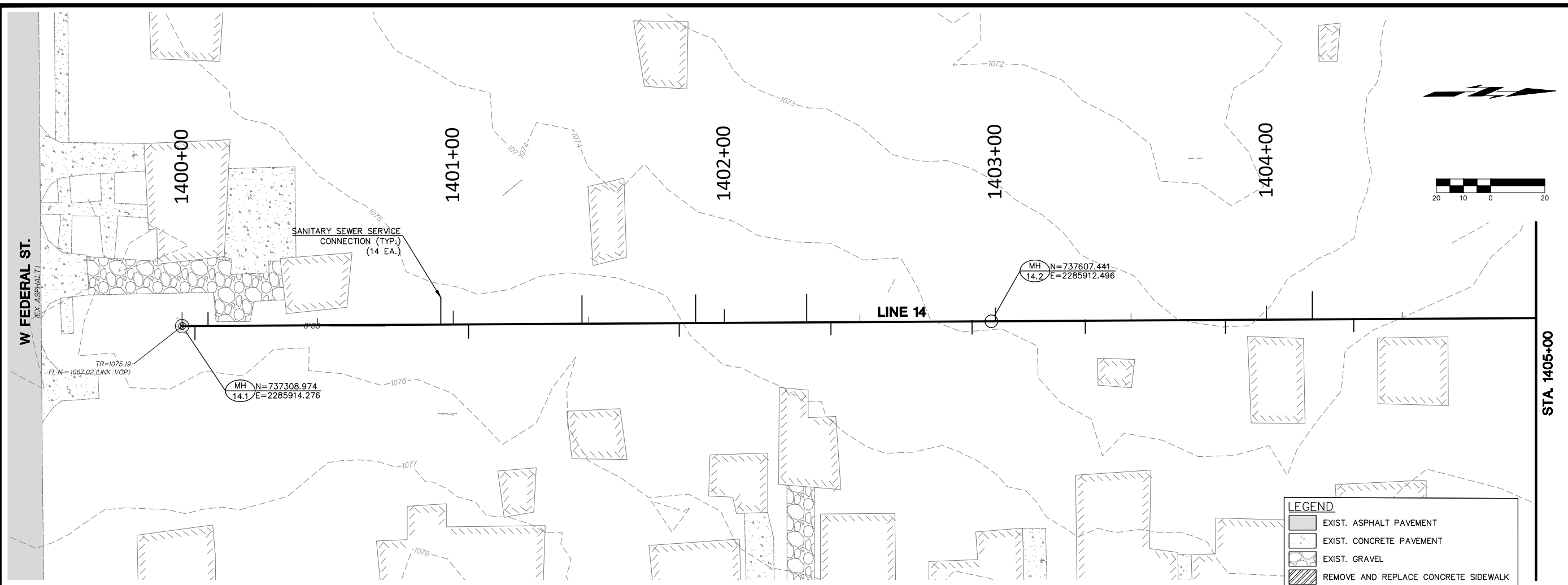
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER **28**

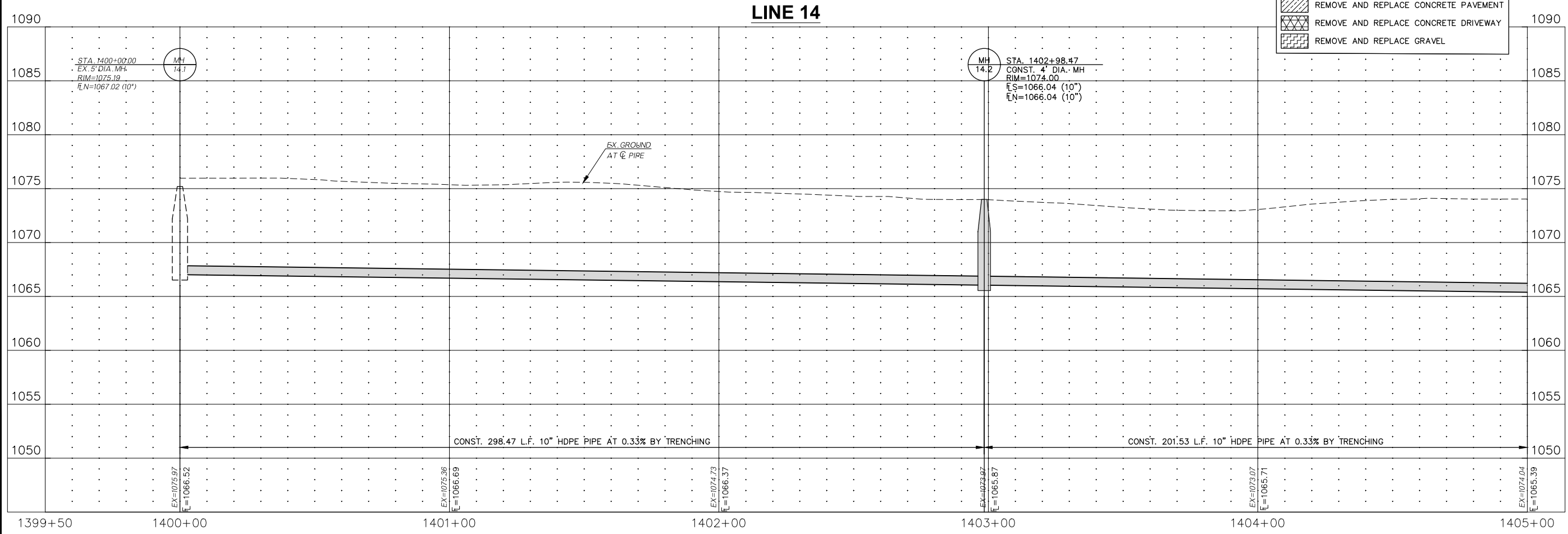


COWAN GROUP ENGINEERING
 7100 N. GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 14 PLAN & PROFILE (1 OF 3)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 / 405-463-3381 F
 WWW.COWANGROUP.CO
 CA# 6414 EXPIRES 6/30/2026



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

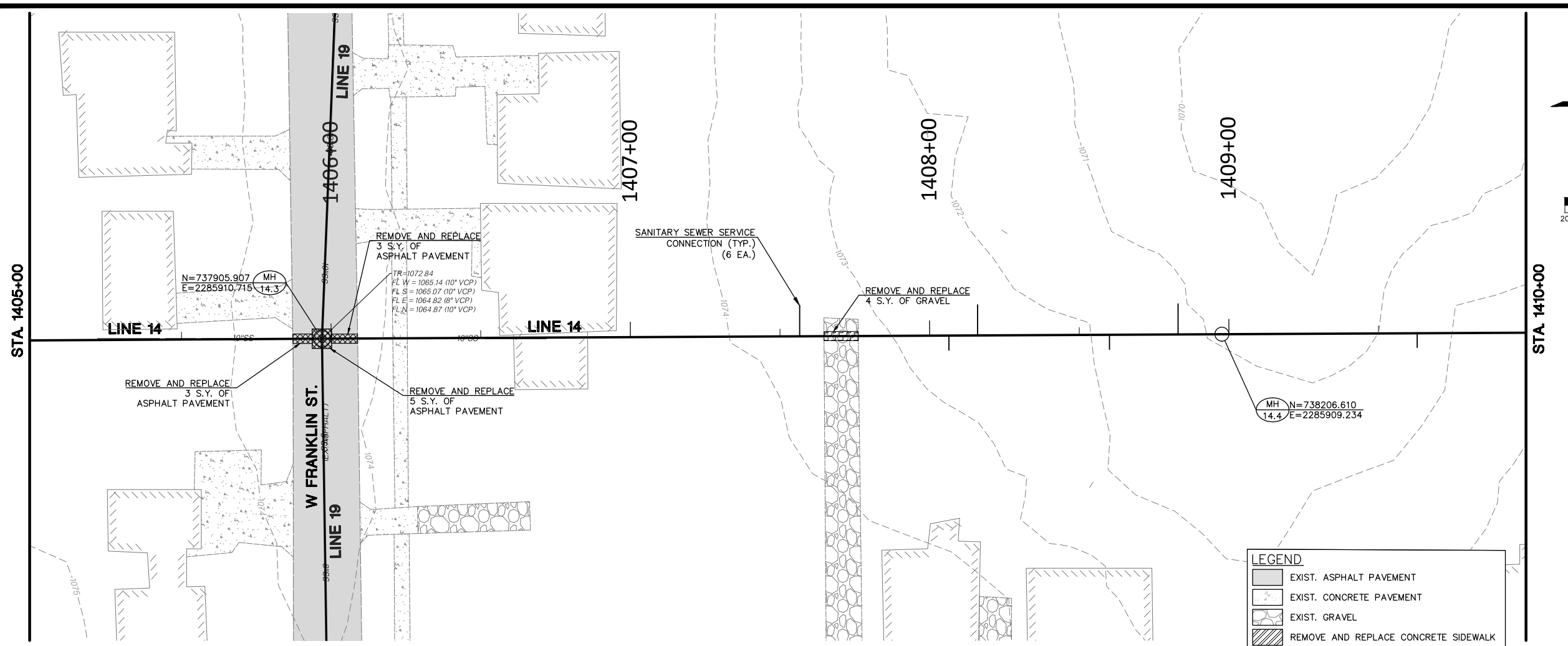
LINE 14 PLAN & PROFILE (2 OF 3)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

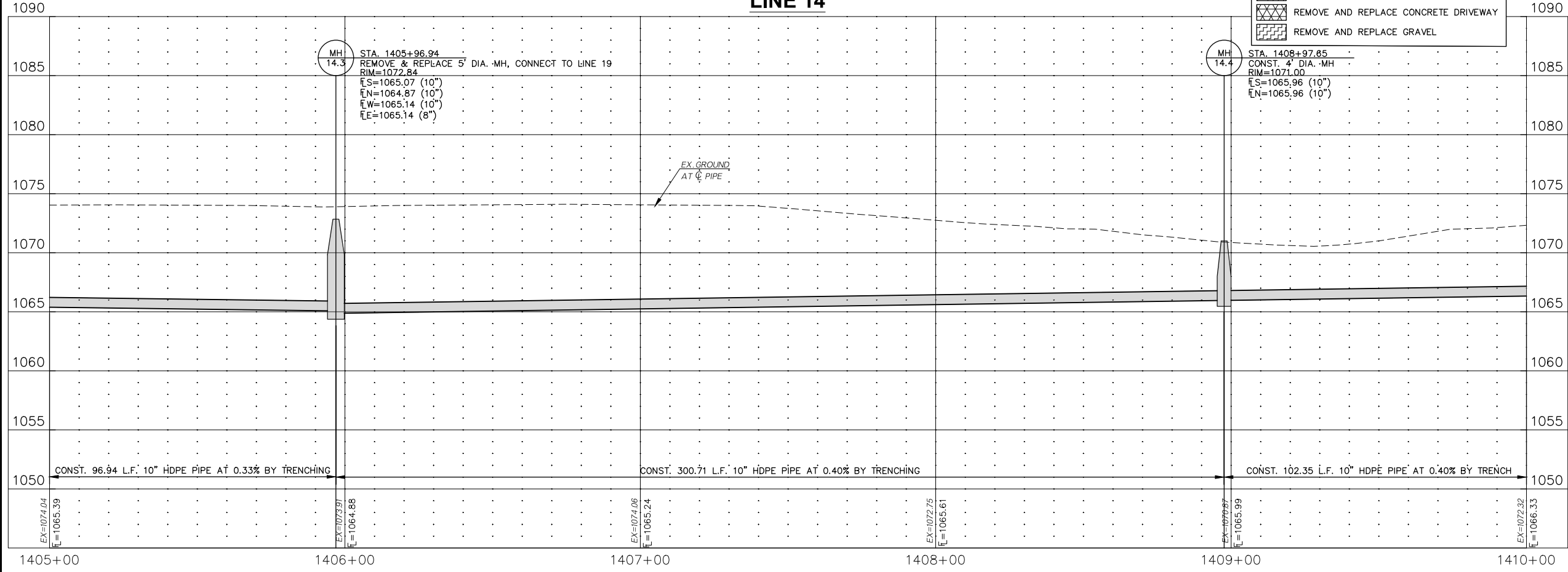
REVISIONS	

SHEET NUMBER

30



LINE 14

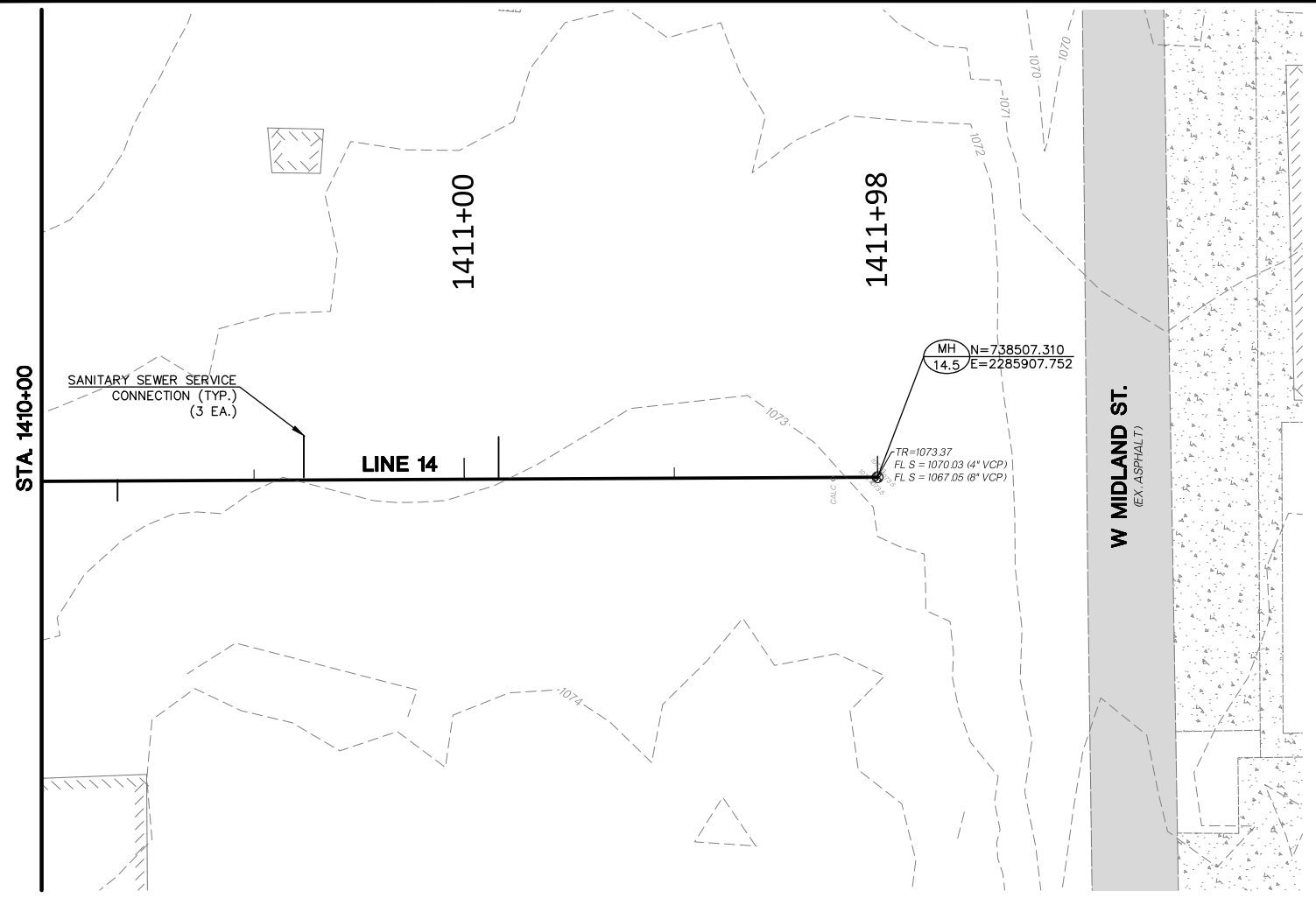


Tuesday, November 4, 2025 8:18:48 AM

C:\PROJECTS\25-119 SHAWNEE SEWER BURSTING\F26\CAD\SWA\25-119 LINE 14 PLAN & PROFILE.DWG

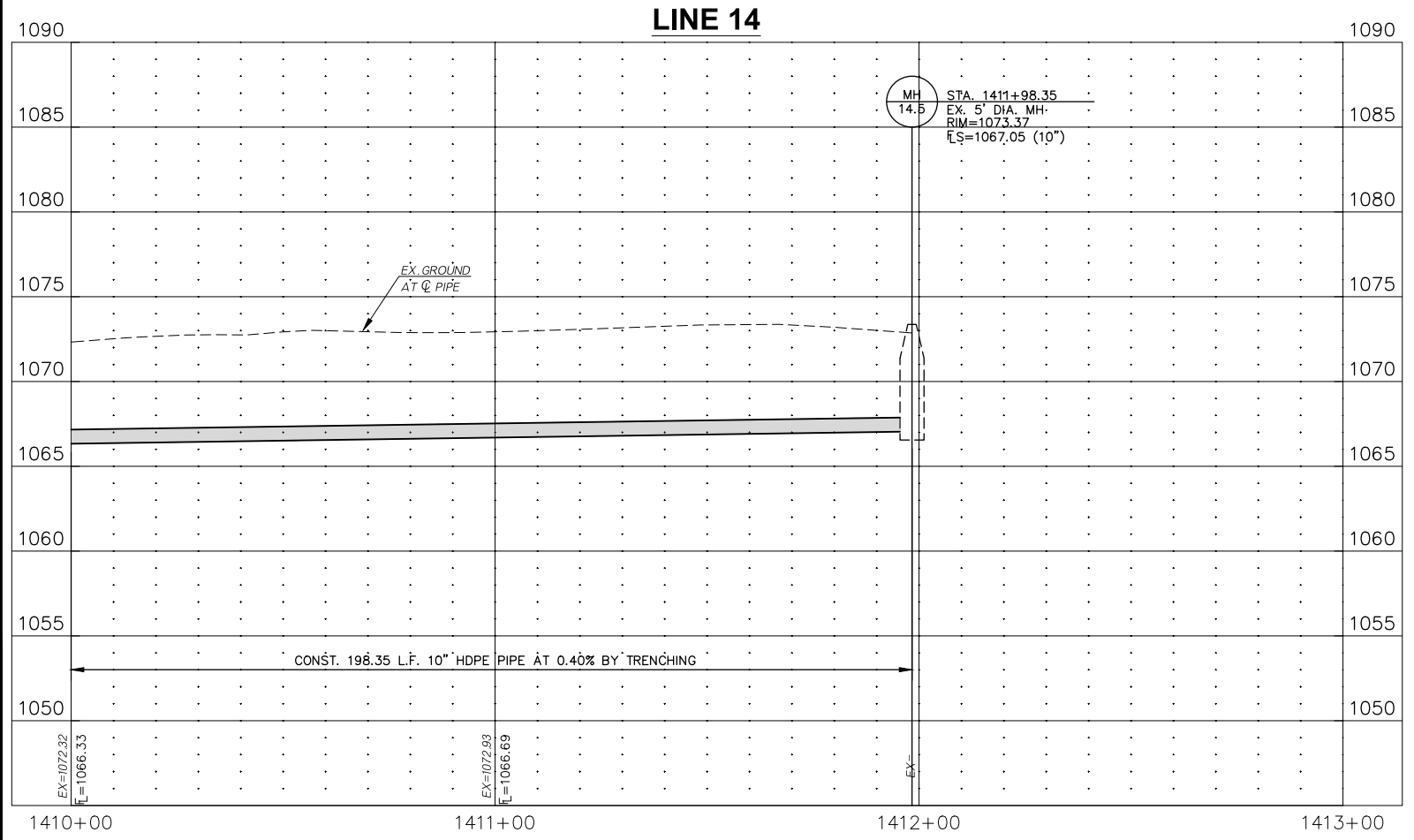


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 | F
 WWW.COWANGROUP.CO
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 14 PLAN & PROFILE (3 OF 3)

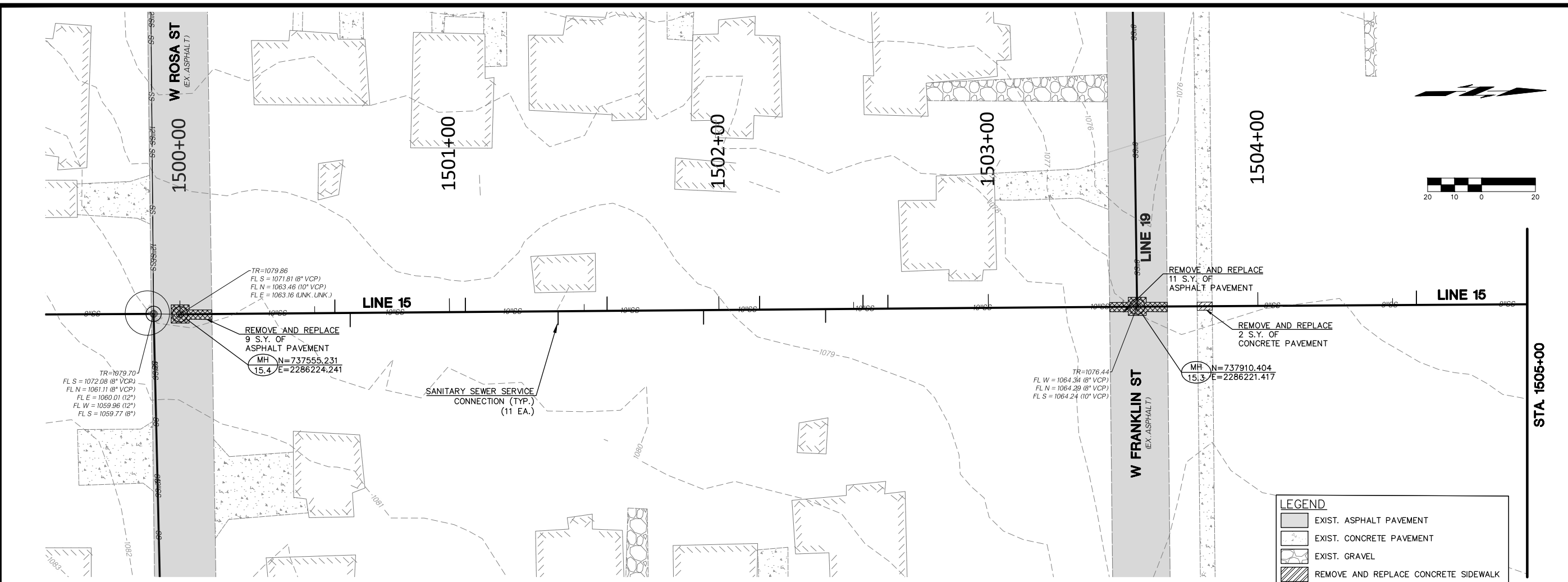
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
 31

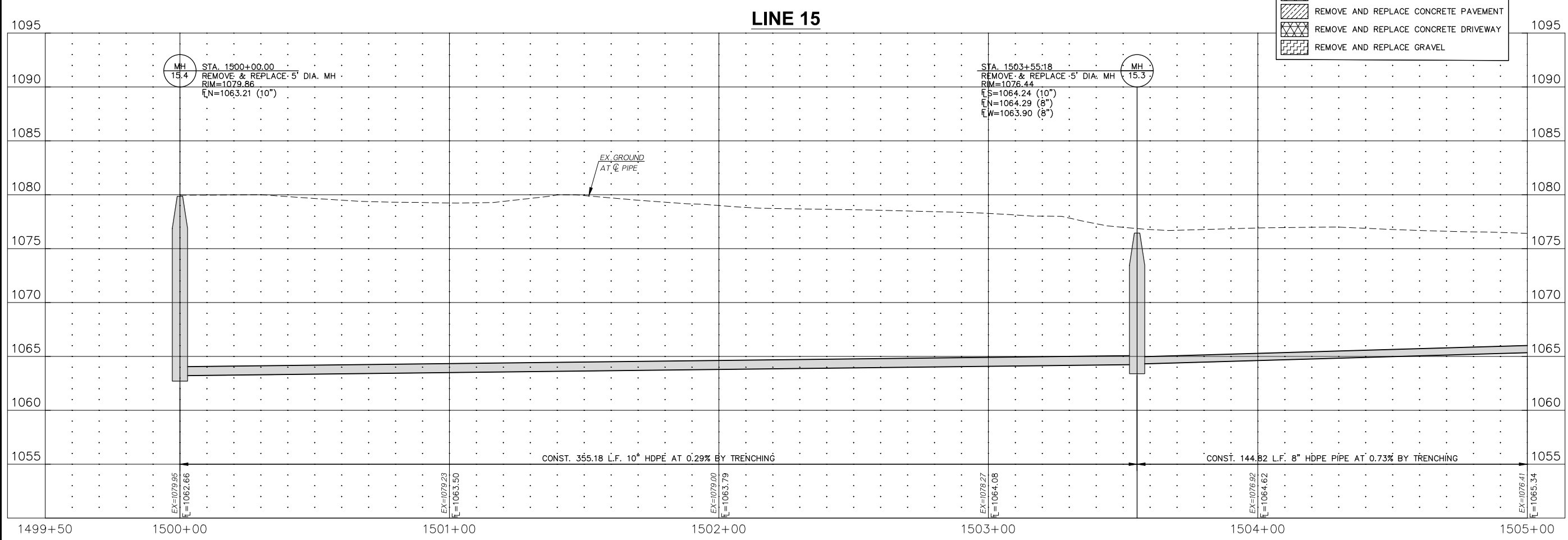


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 15 PLAN & PROFILE (1 OF 2)

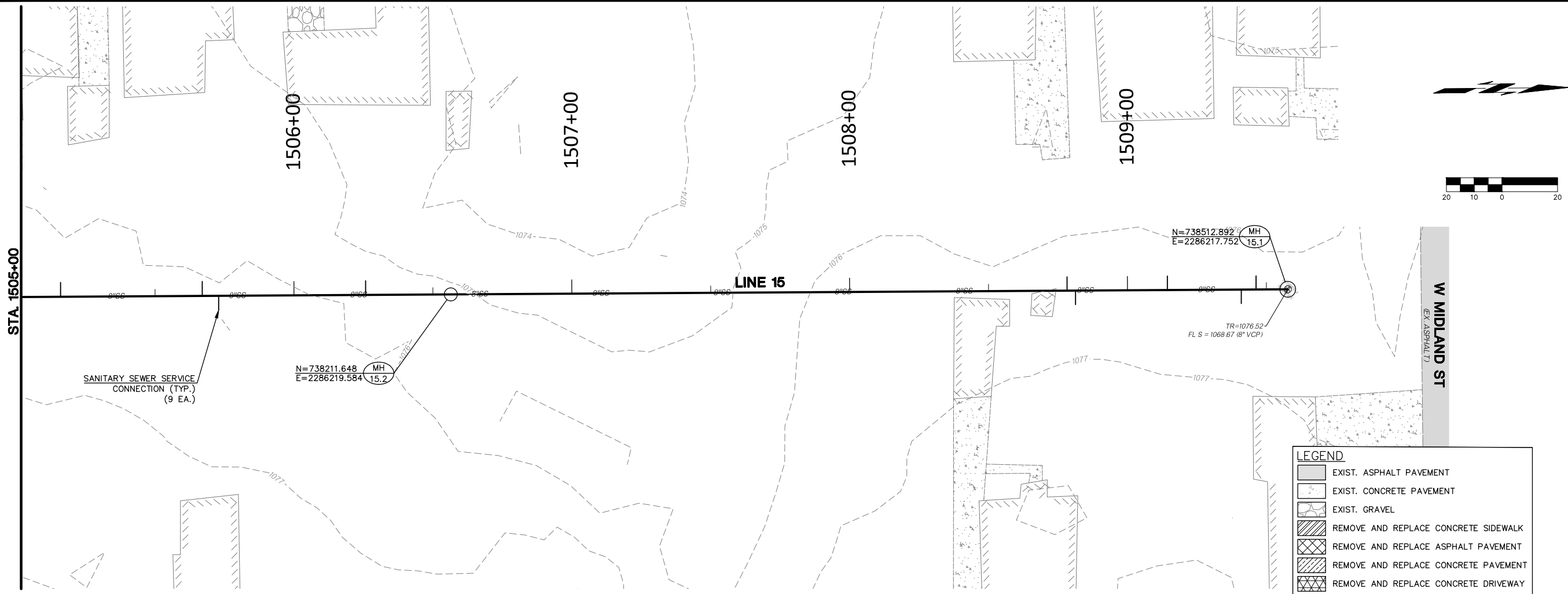
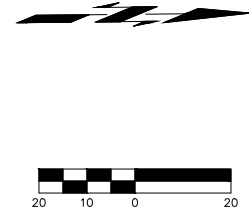
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER



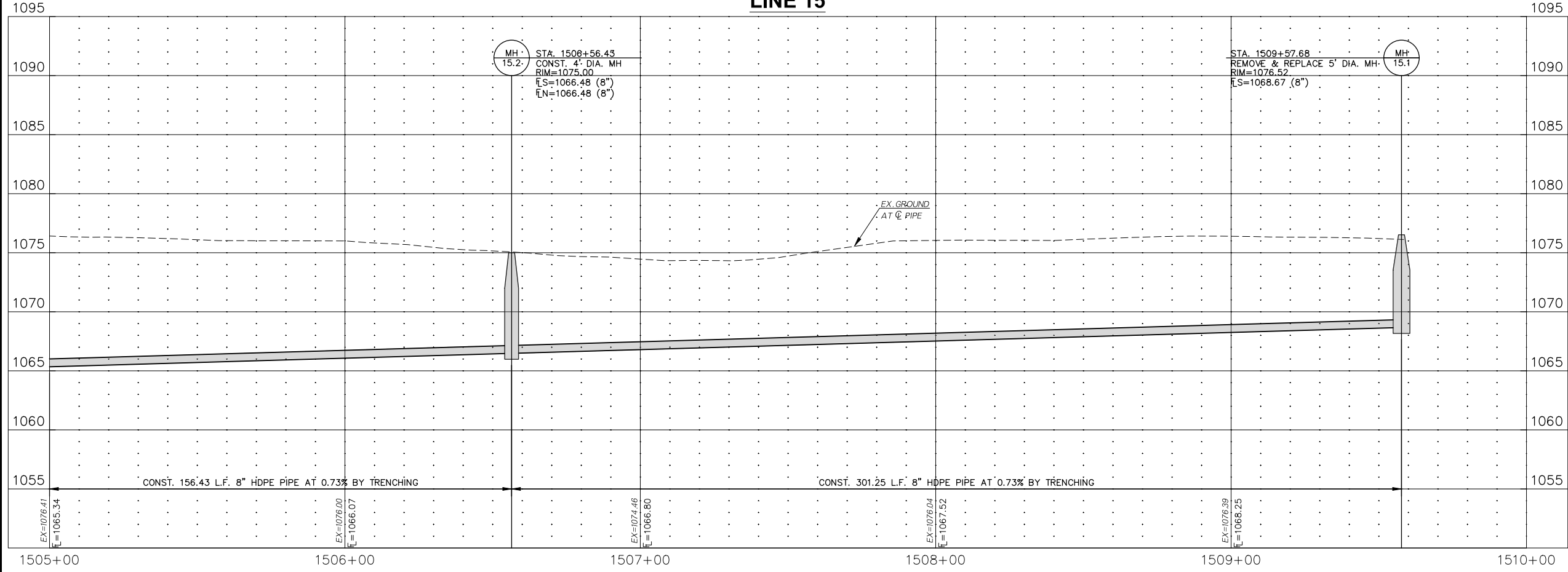
COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL

LINE 15



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 15 PLAN & PROFILE (2 OF 2)

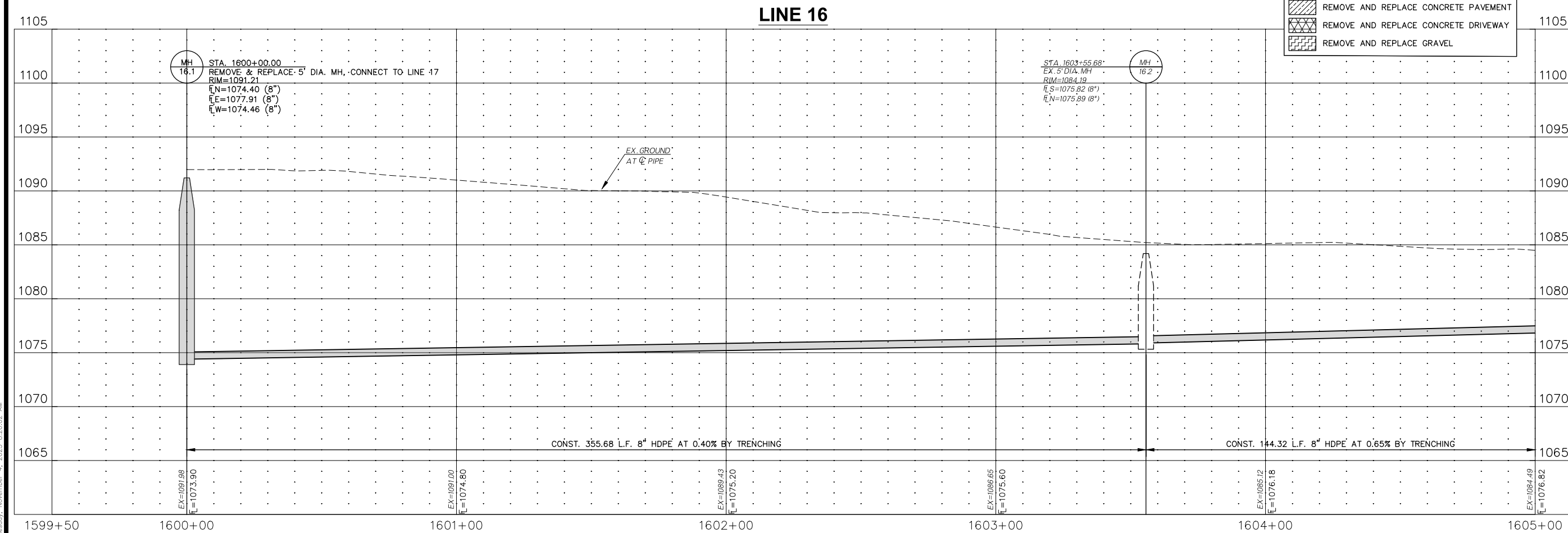
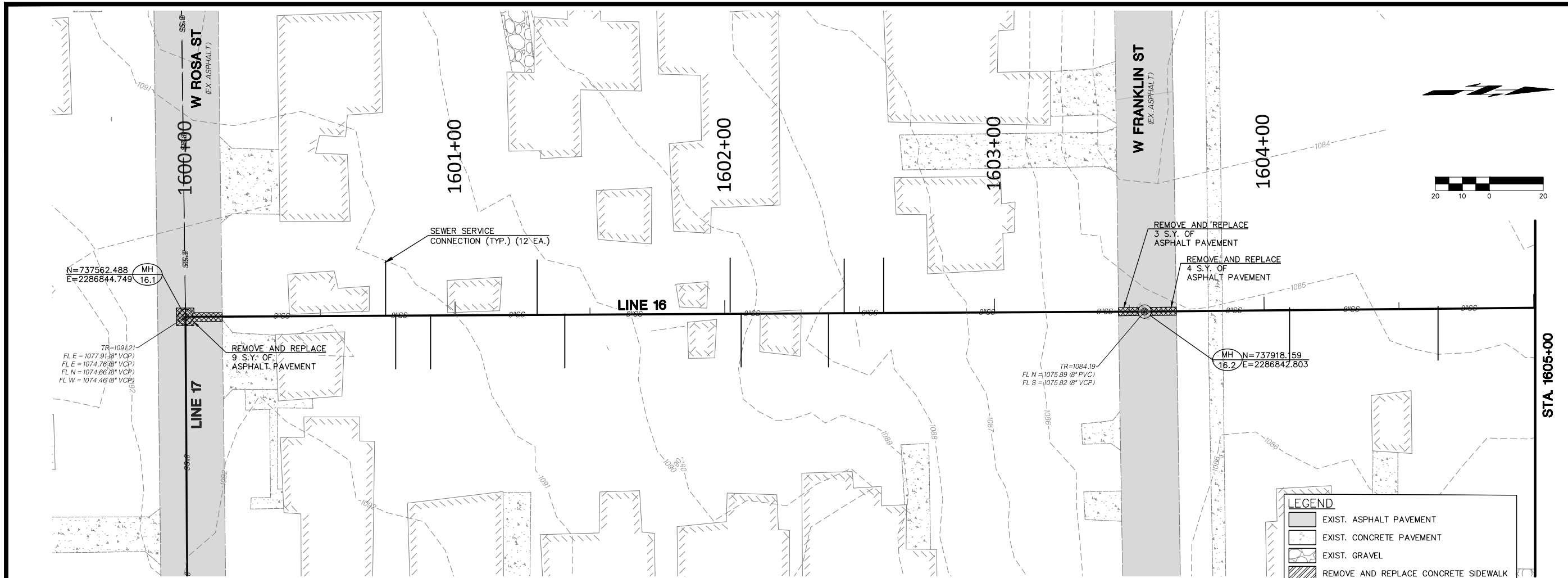
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER
33



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 16 PLAN & PROFILE (1 OF 2)

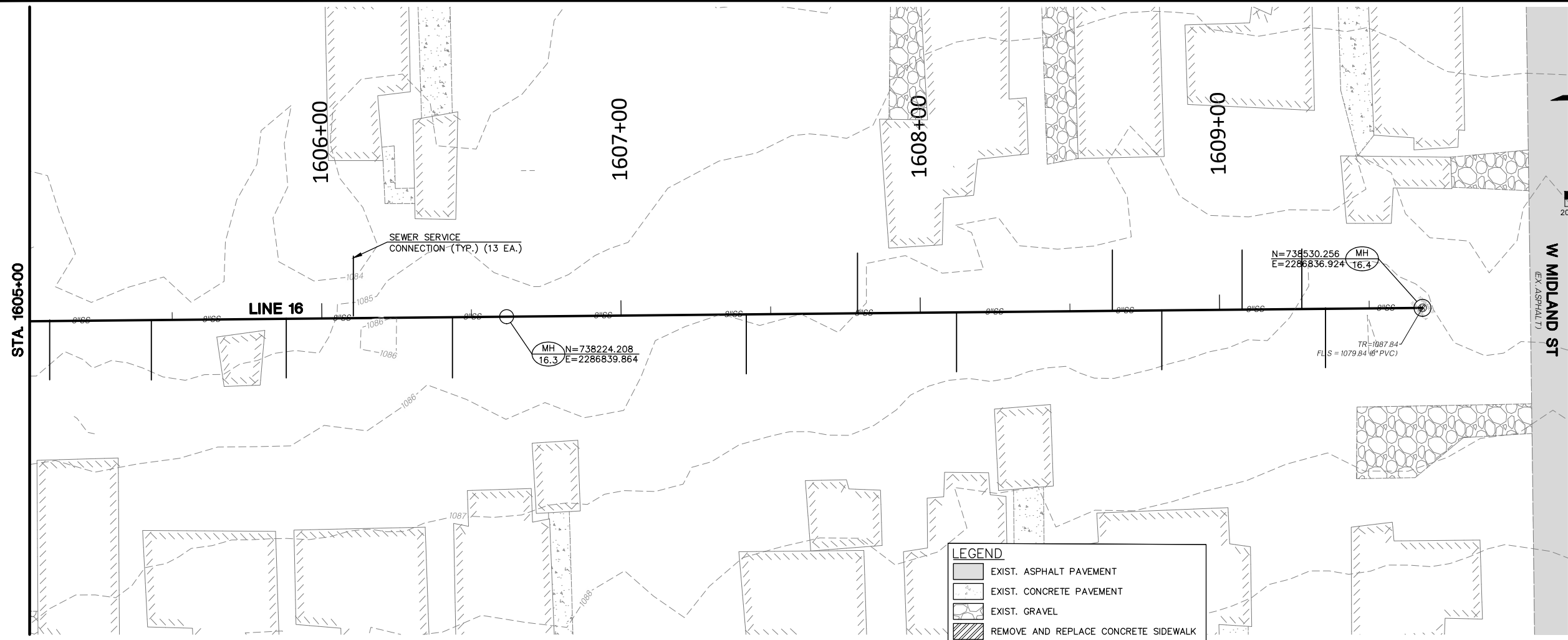
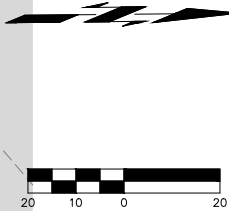
DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

REVISIONS

SHEET NUMBER

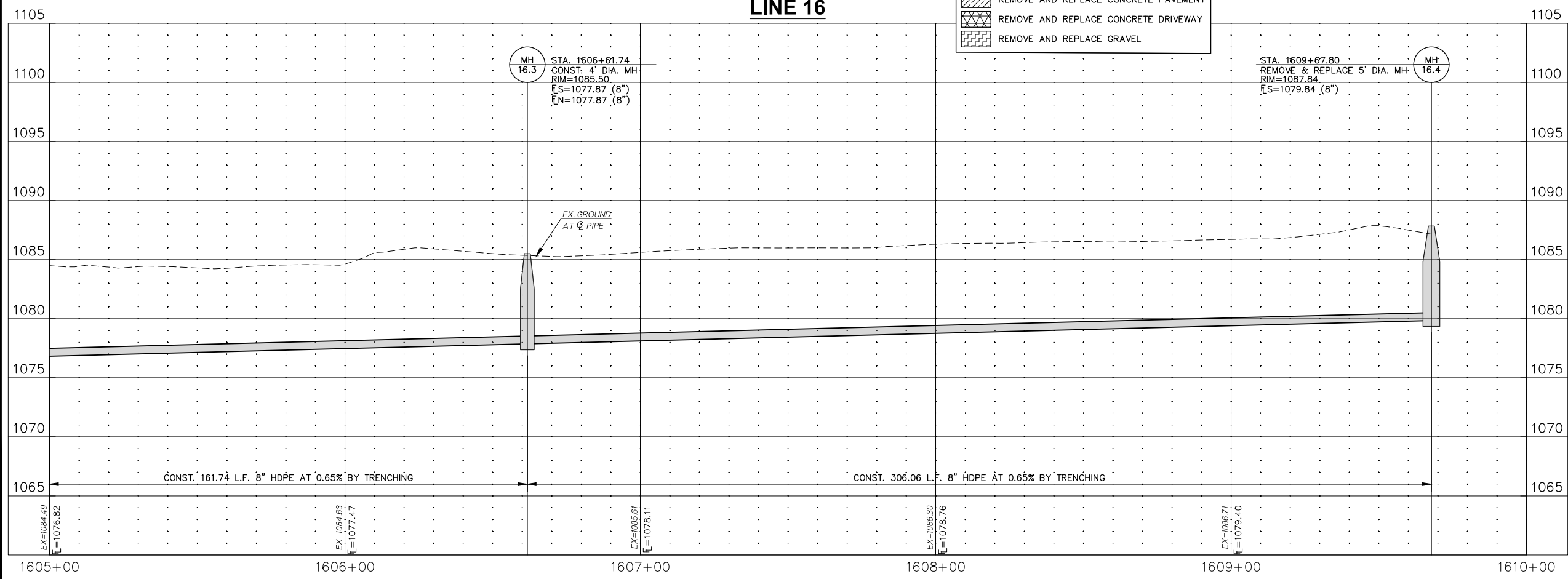


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

[Symbol]	EXIST. ASPHALT PAVEMENT
[Symbol]	EXIST. CONCRETE PAVEMENT
[Symbol]	EXIST. GRAVEL
[Symbol]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Symbol]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Symbol]	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 16 PLAN & PROFILE (2 OF 2)

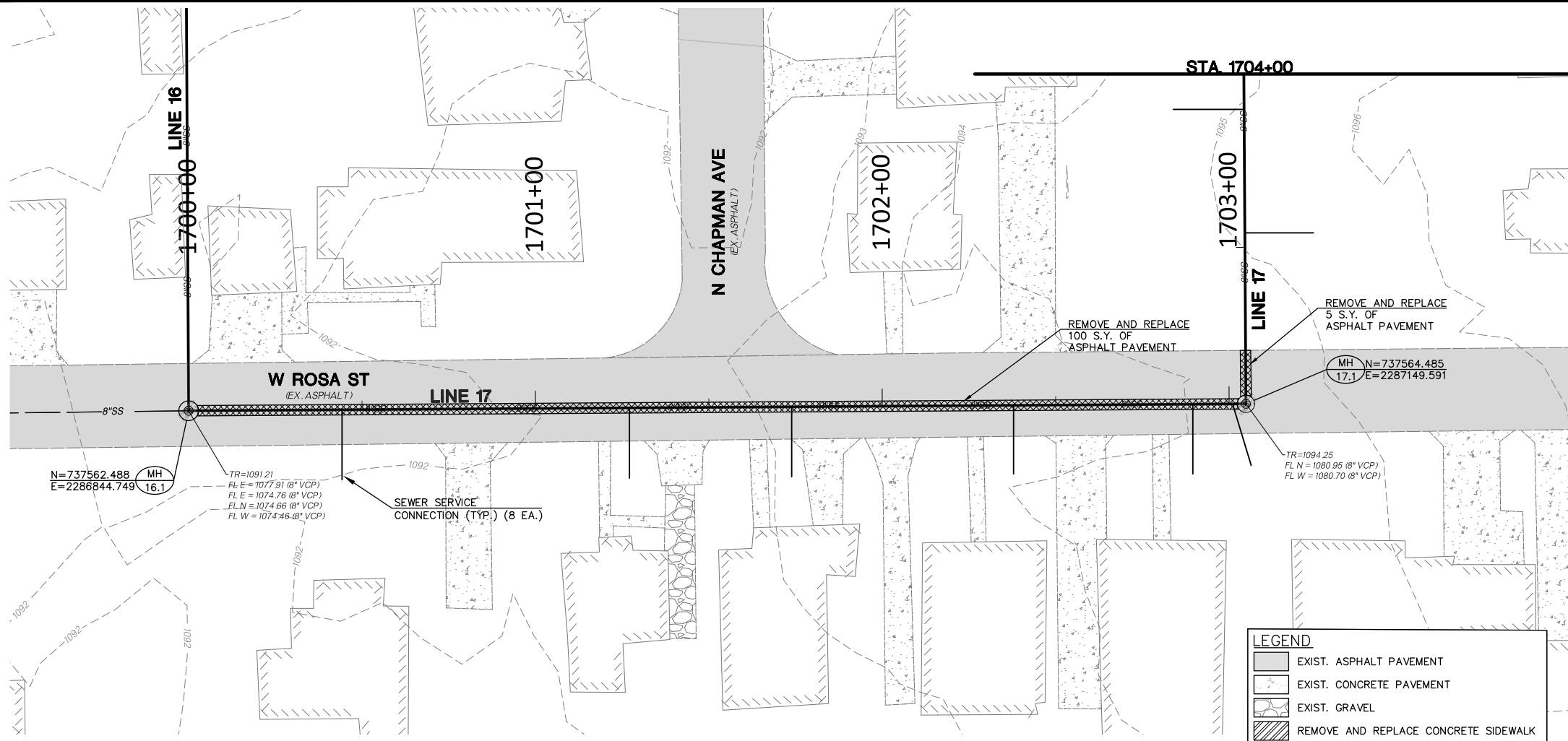
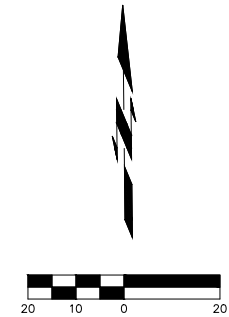
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER **35**

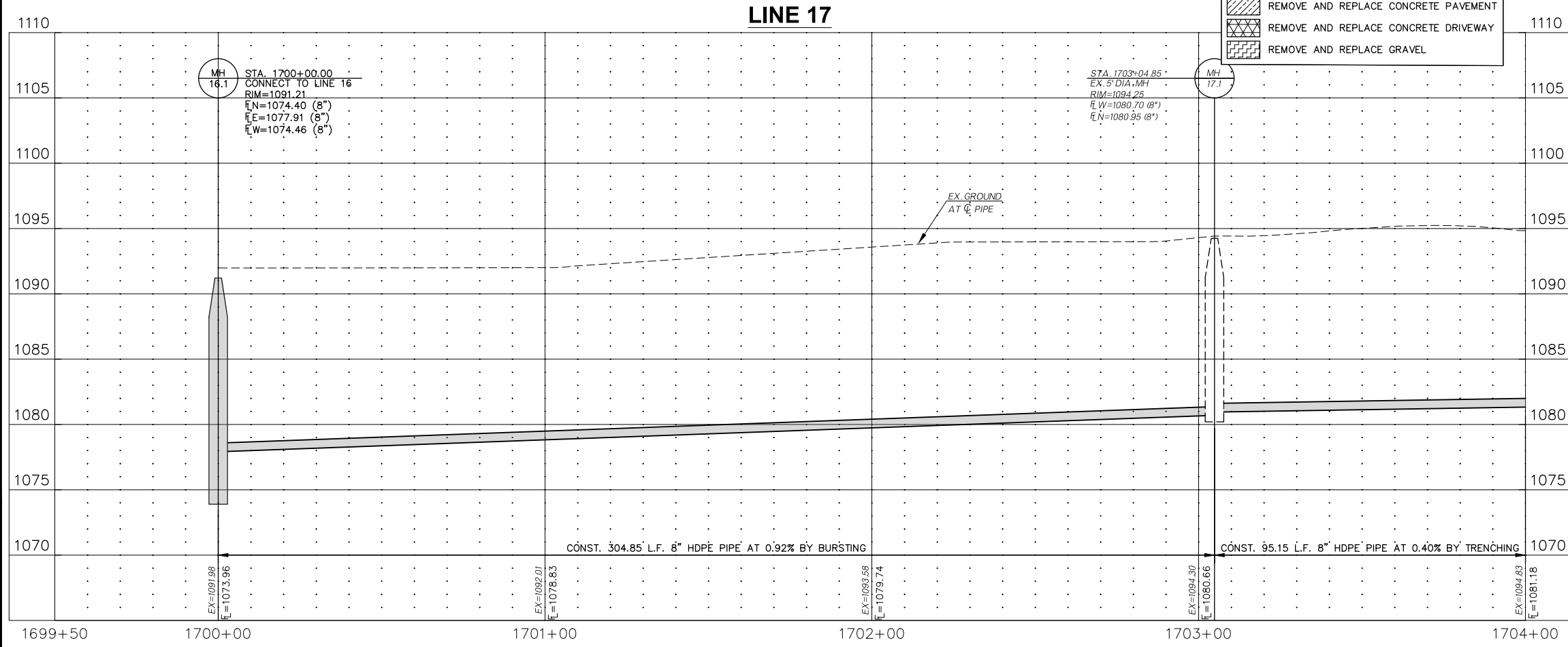


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 | F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 17 PLAN & PROFILE (1 OF 3)

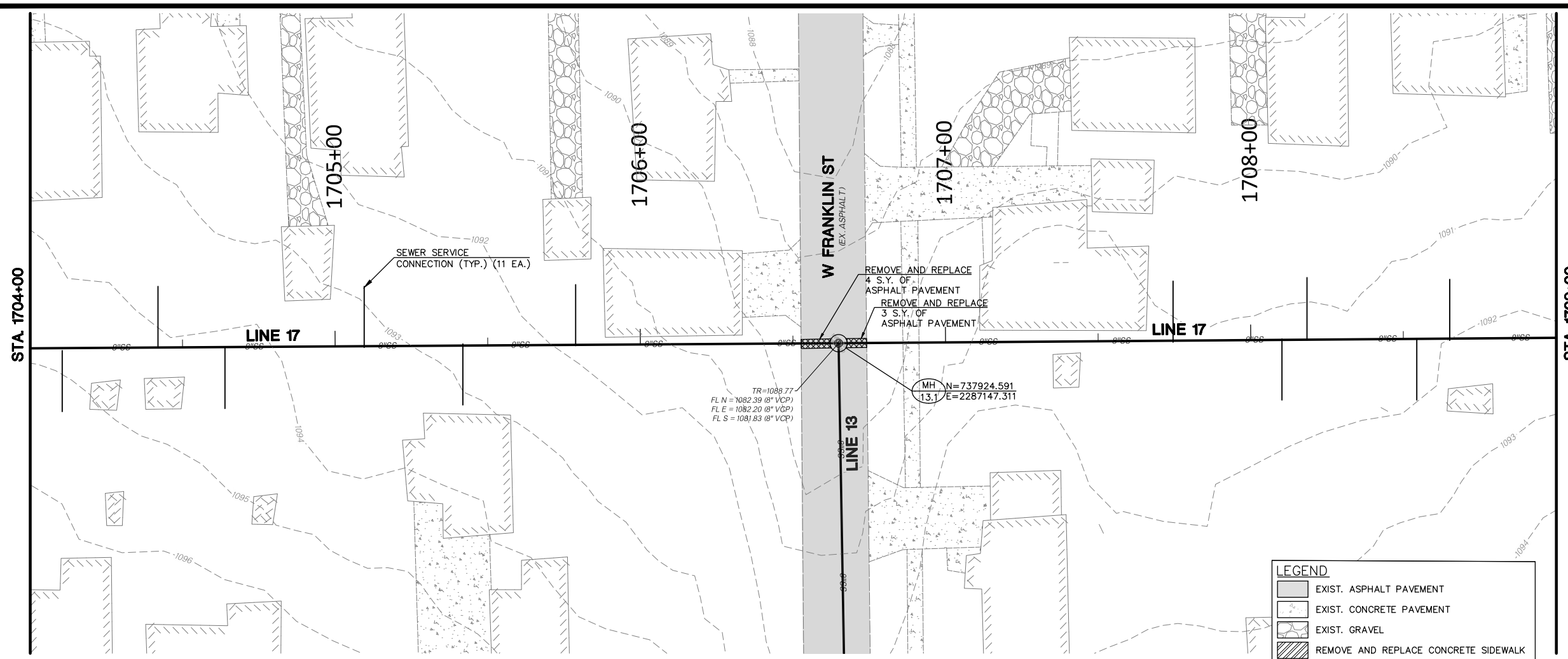
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER **36**

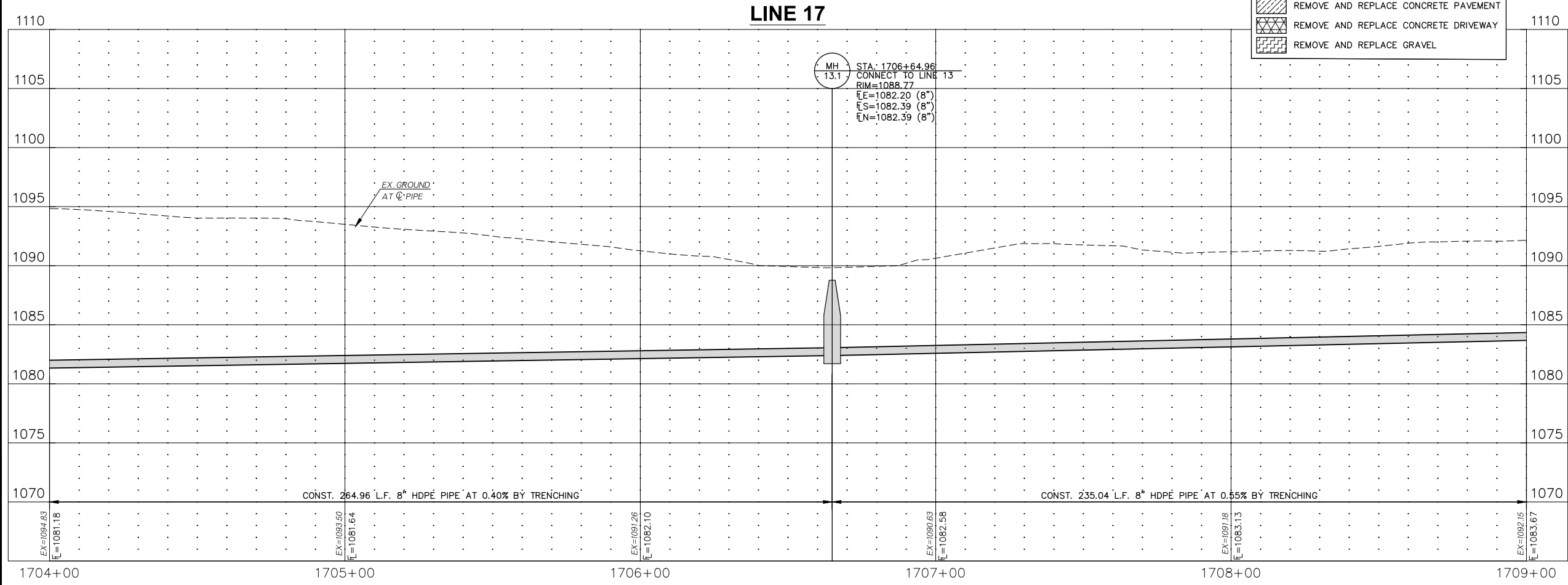


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 | F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

[Symbol]	EXIST. ASPHALT PAVEMENT
[Symbol]	EXIST. CONCRETE PAVEMENT
[Symbol]	EXIST. GRAVEL
[Symbol]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Symbol]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Symbol]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Symbol]	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 17 PLAN & PROFILE (2 OF 3)

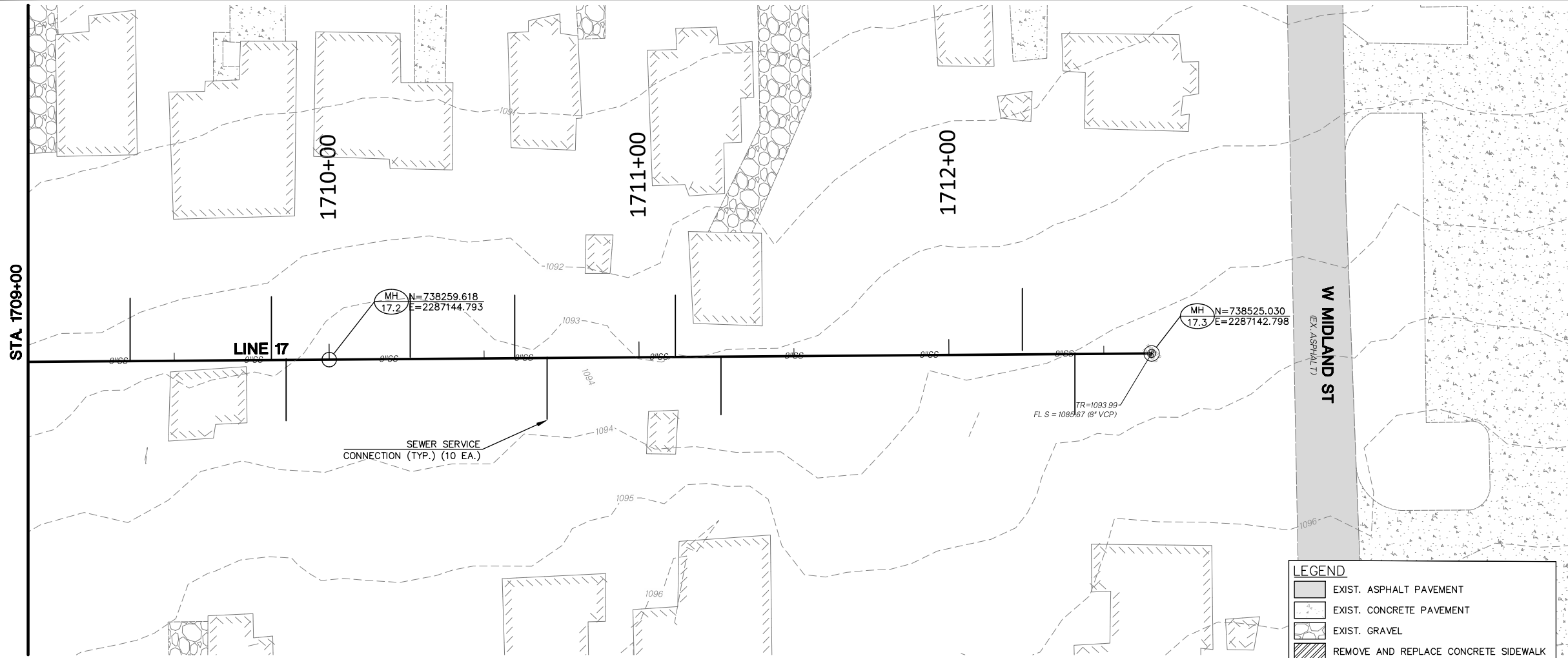
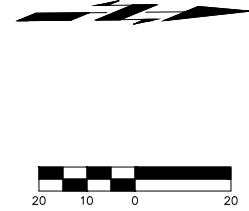
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

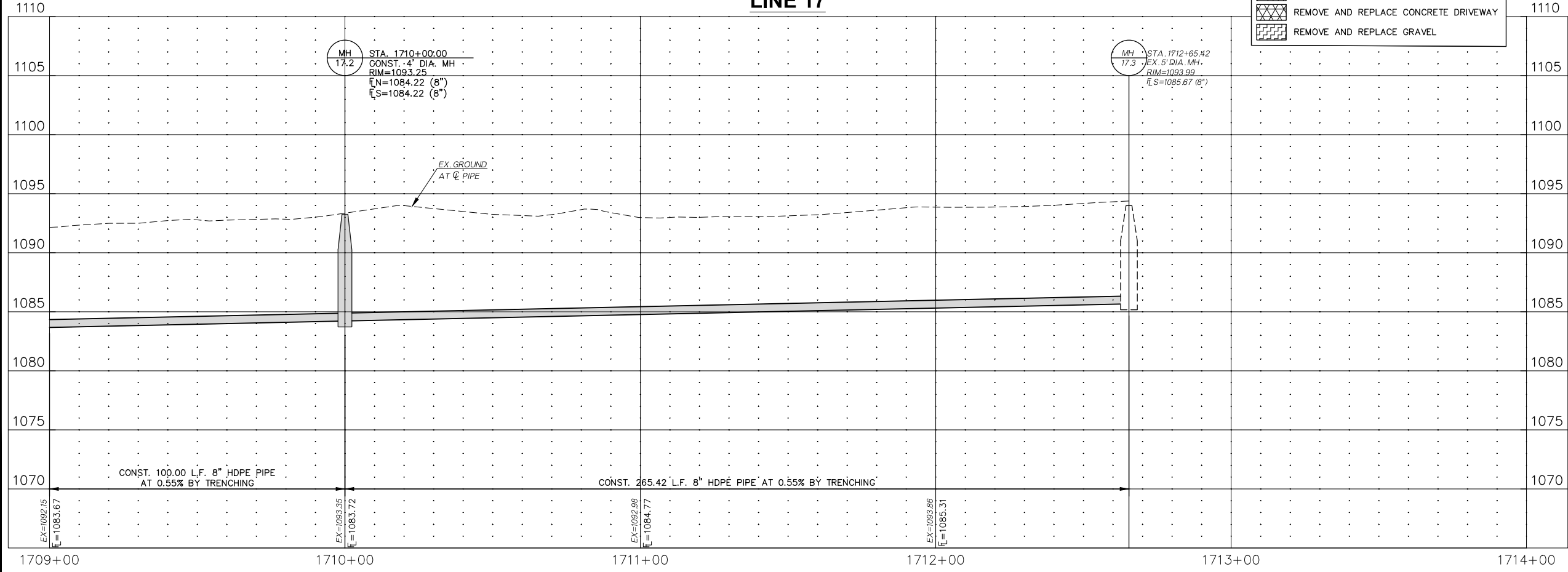
SHEET NUMBER **37**



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LINE 17



SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 17 PLAN & PROFILE (3 OF 3)

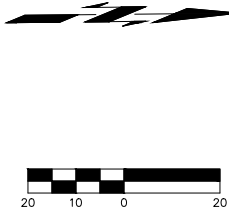
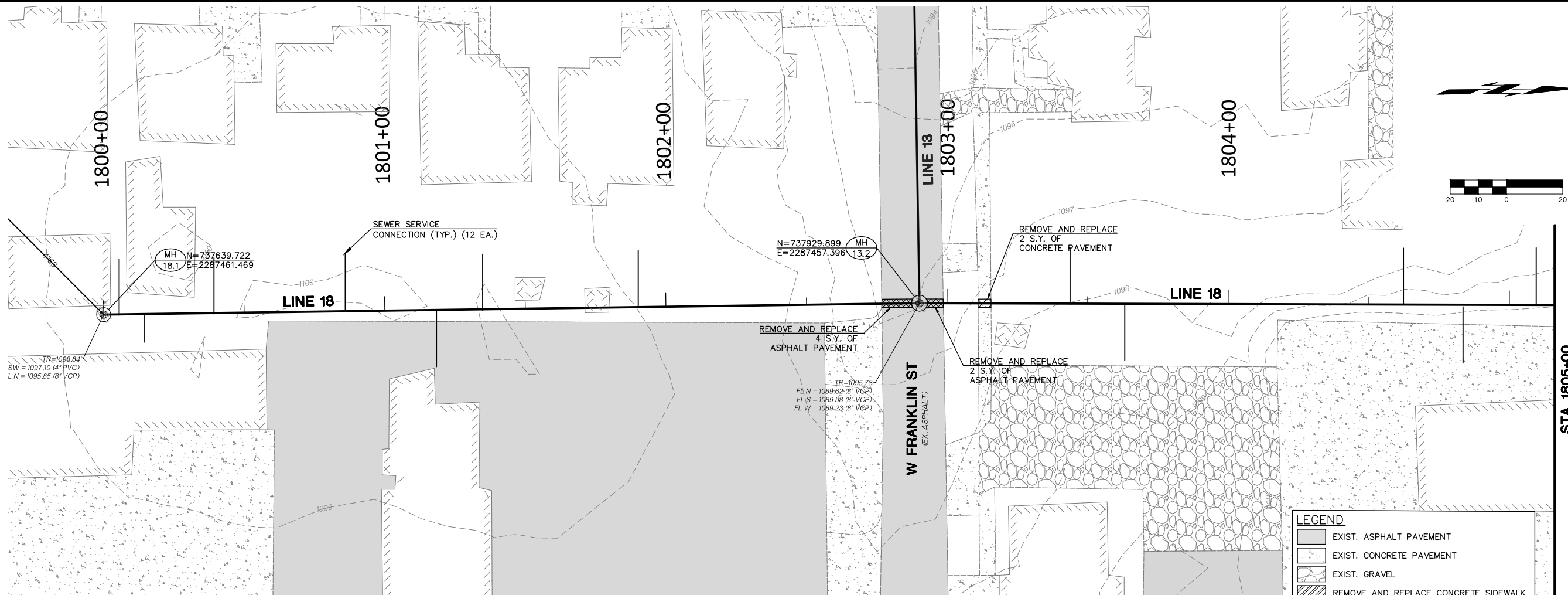
DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

REVISIONS

SHEET NUMBER

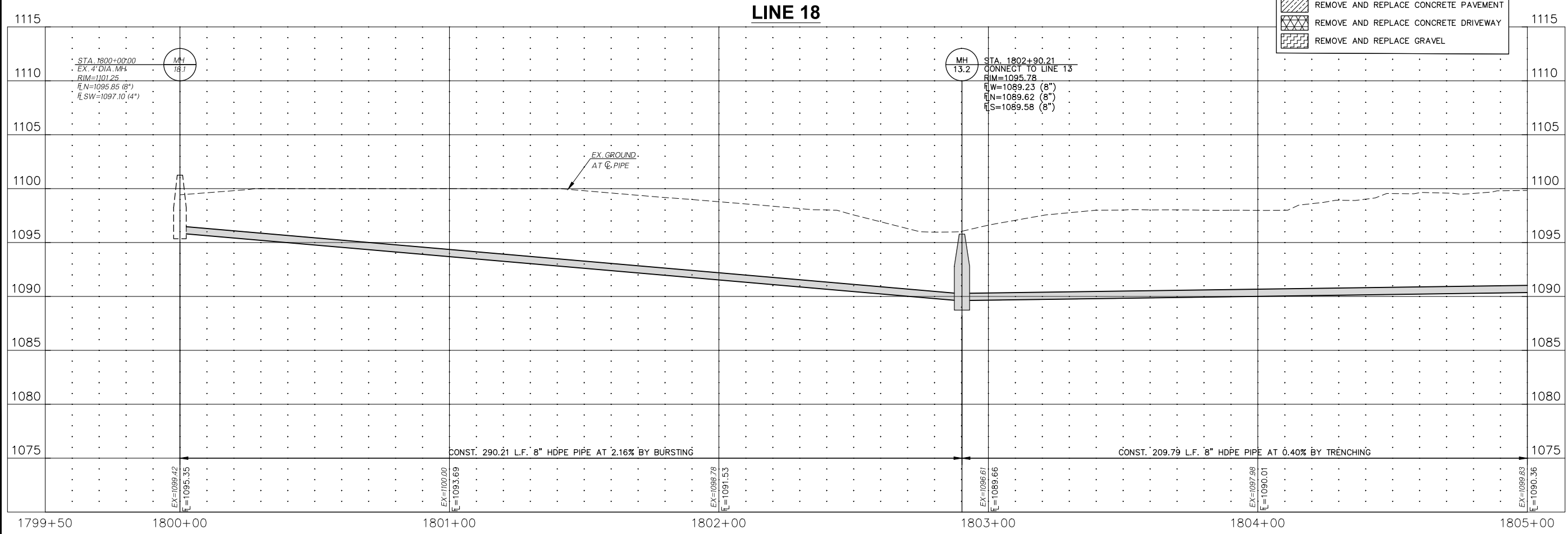


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

[Pattern]	EXIST. ASPHALT PAVEMENT
[Pattern]	EXIST. CONCRETE PAVEMENT
[Pattern]	EXIST. GRAVEL
[Pattern]	REMOVE AND REPLACE CONCRETE SIDEWALK
[Pattern]	REMOVE AND REPLACE ASPHALT PAVEMENT
[Pattern]	REMOVE AND REPLACE CONCRETE PAVEMENT
[Pattern]	REMOVE AND REPLACE CONCRETE DRIVEWAY
[Pattern]	REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 18 PLAN & PROFILE (1 OF 2)

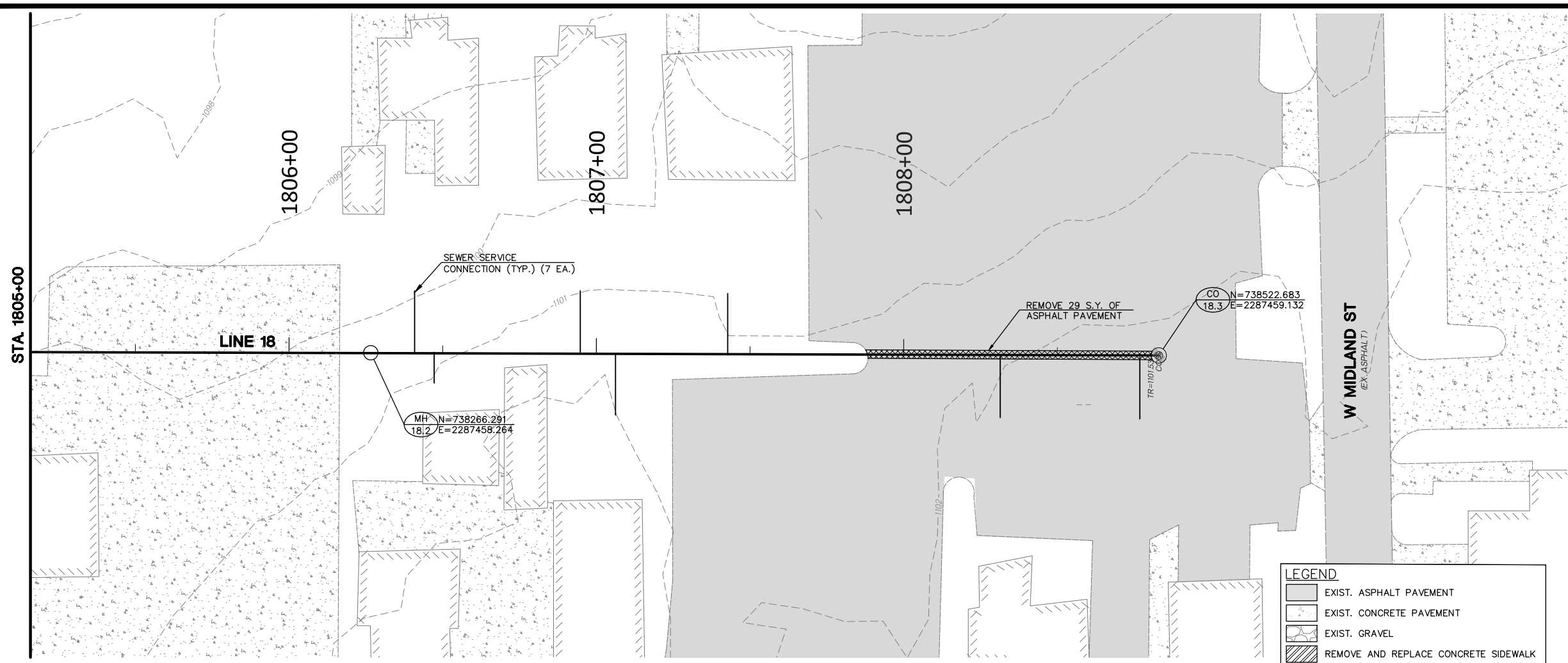
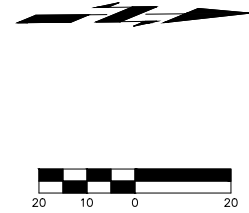
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

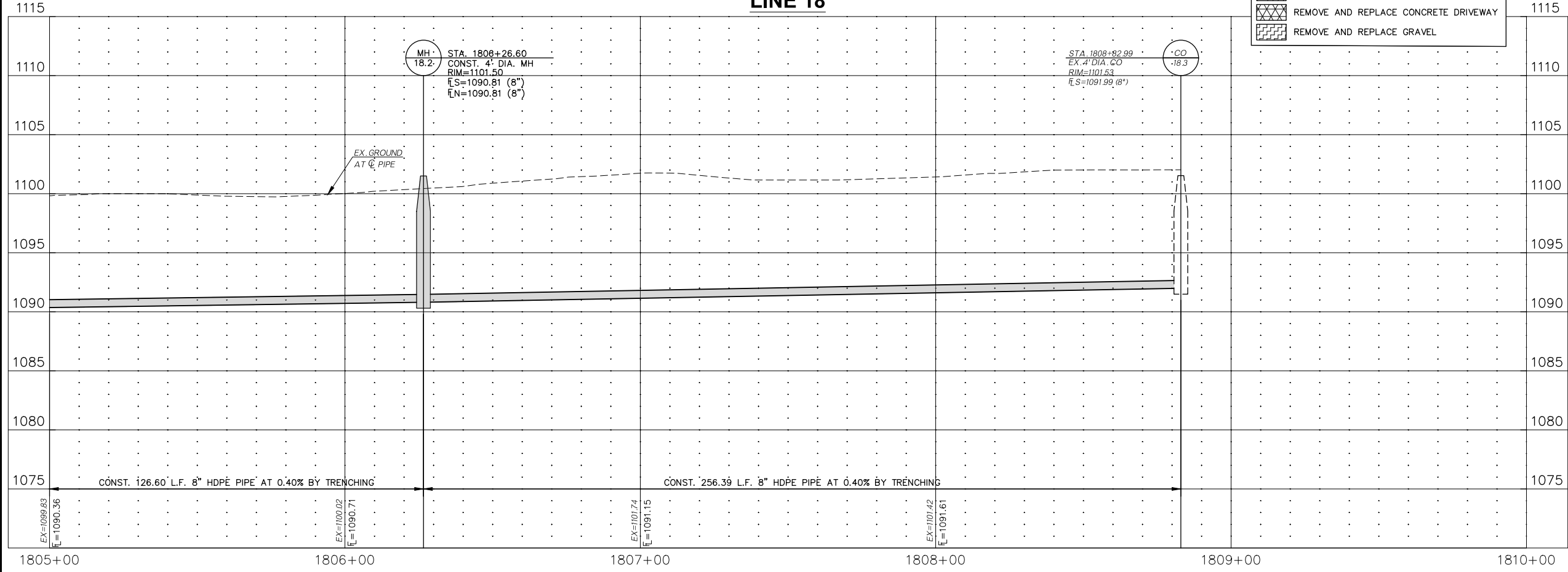
SHEET NUMBER **39**



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LINE 18



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 18 PLAN & PROFILE (2 OF 2)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
40



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 | F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

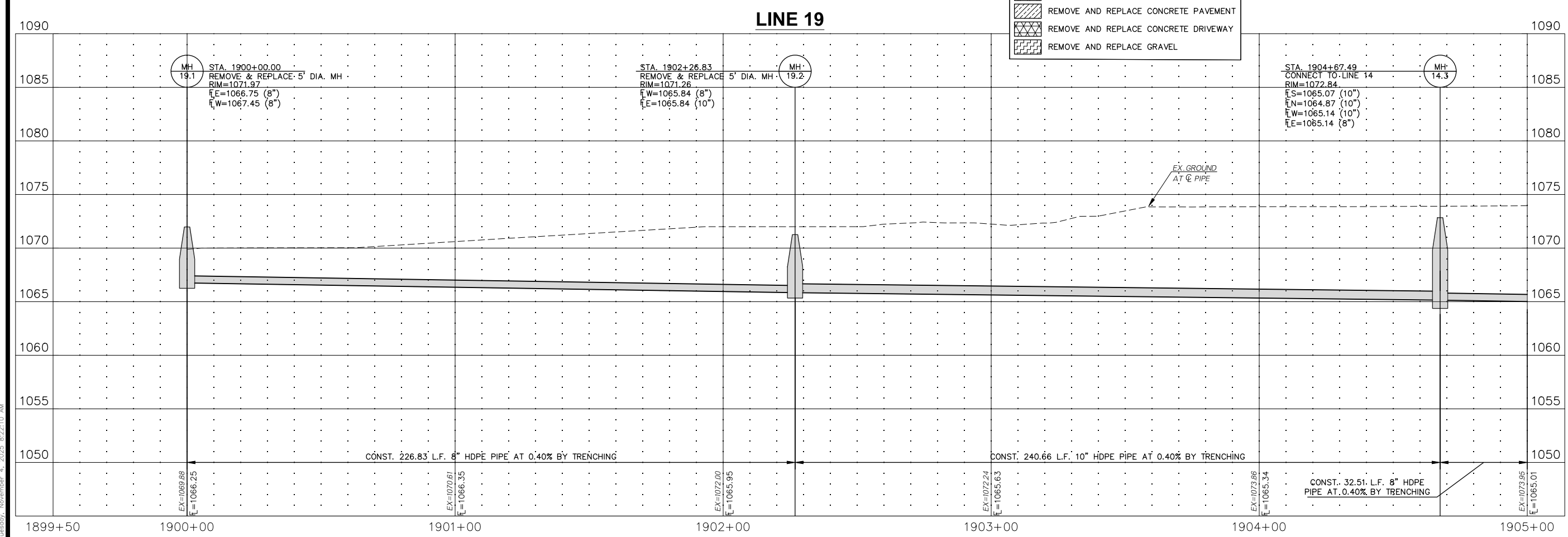
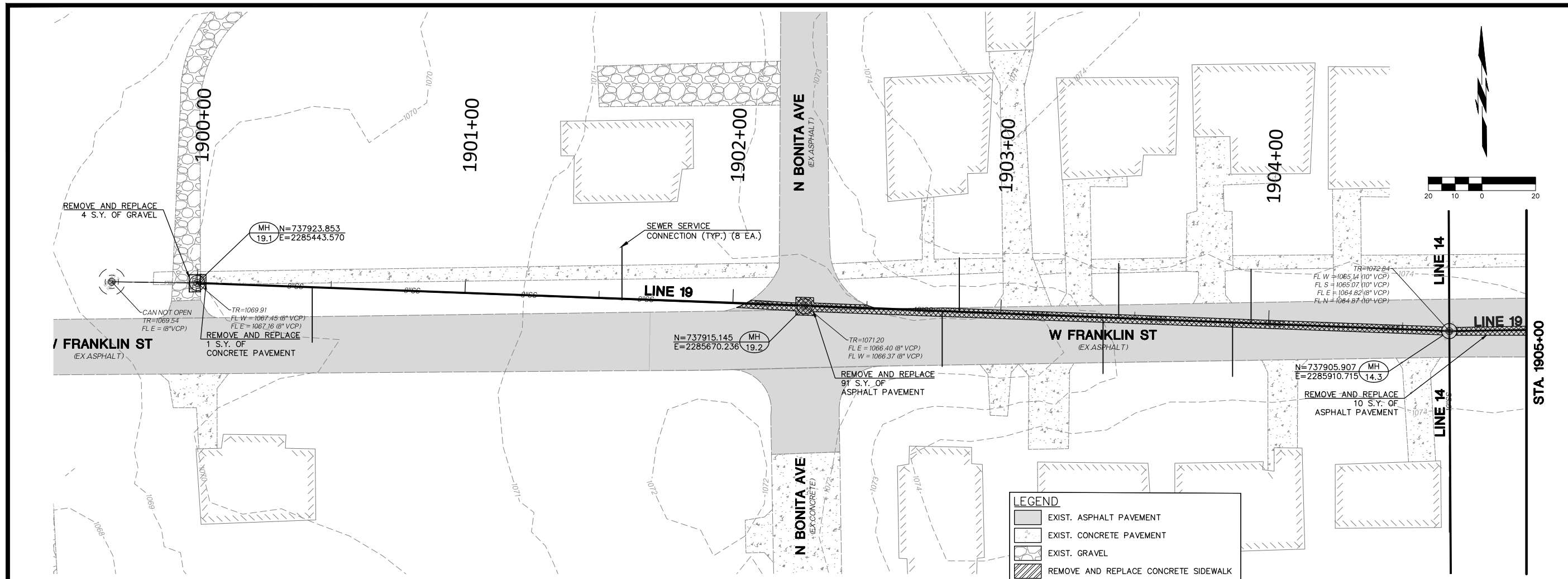
CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 19 PLAN & PROFILE (1 OF 2)

DESIGNED BY GMT
 DRAWN BY DXN
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

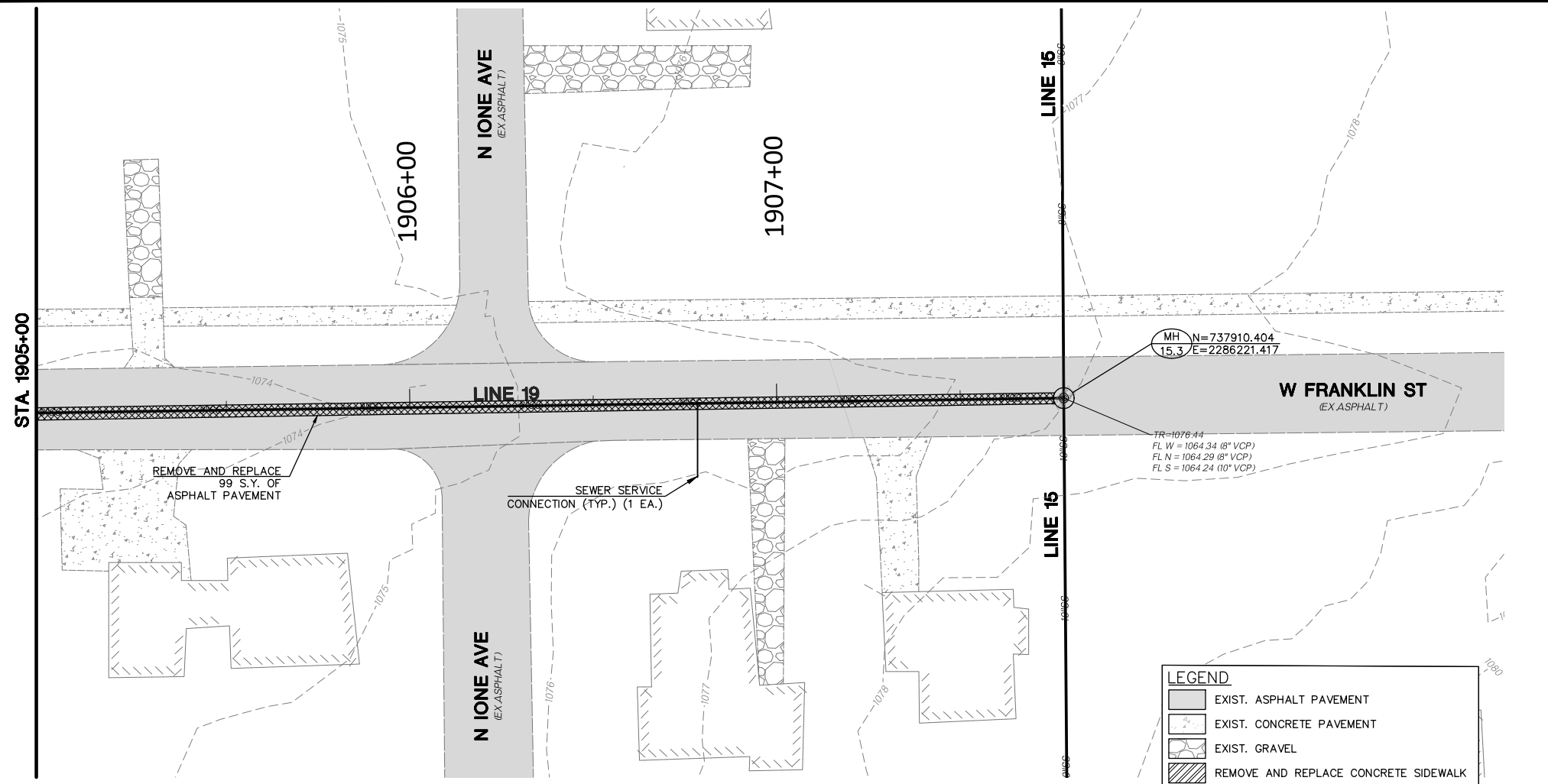
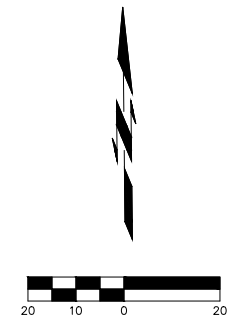
REVISIONS	

SHEET NUMBER



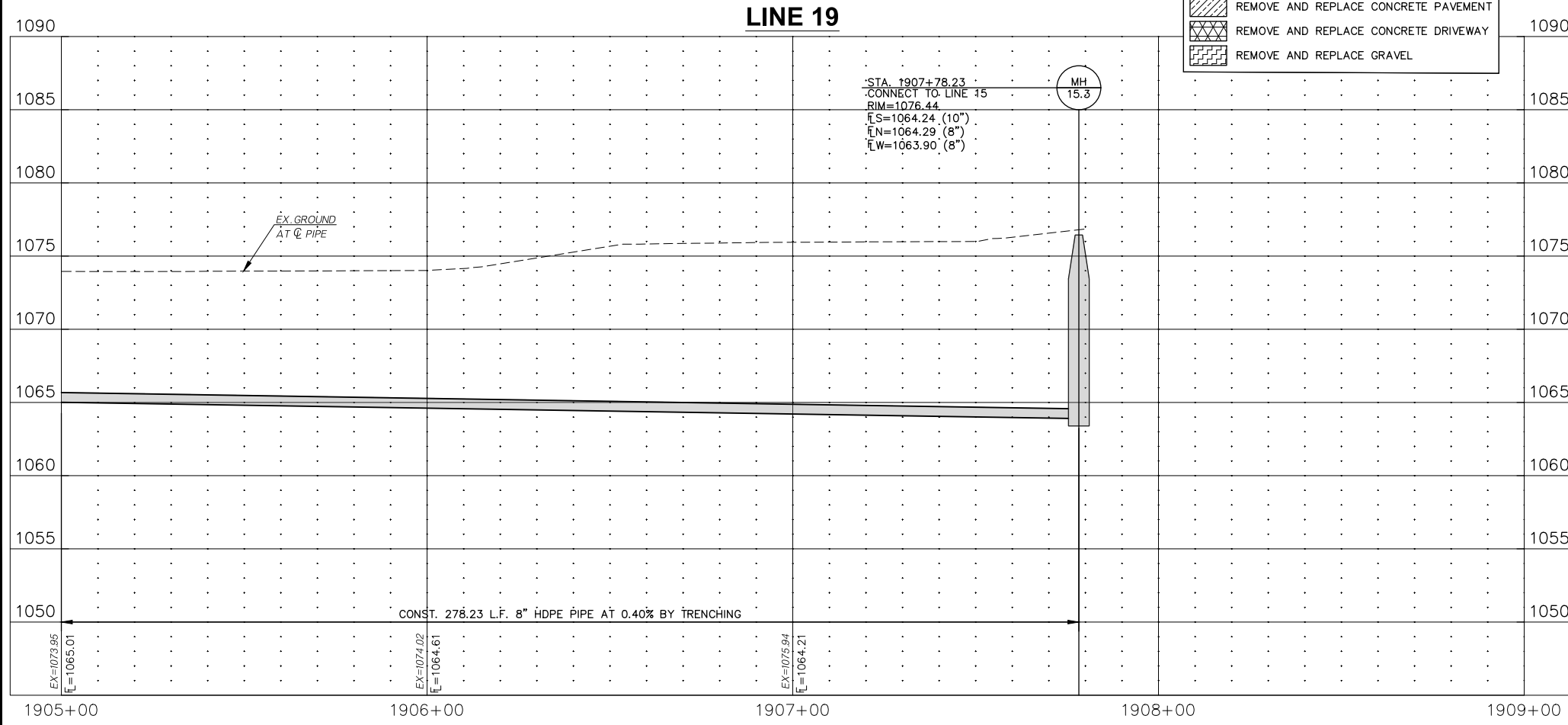


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 19 PLAN & PROFILE (2 OF 2)

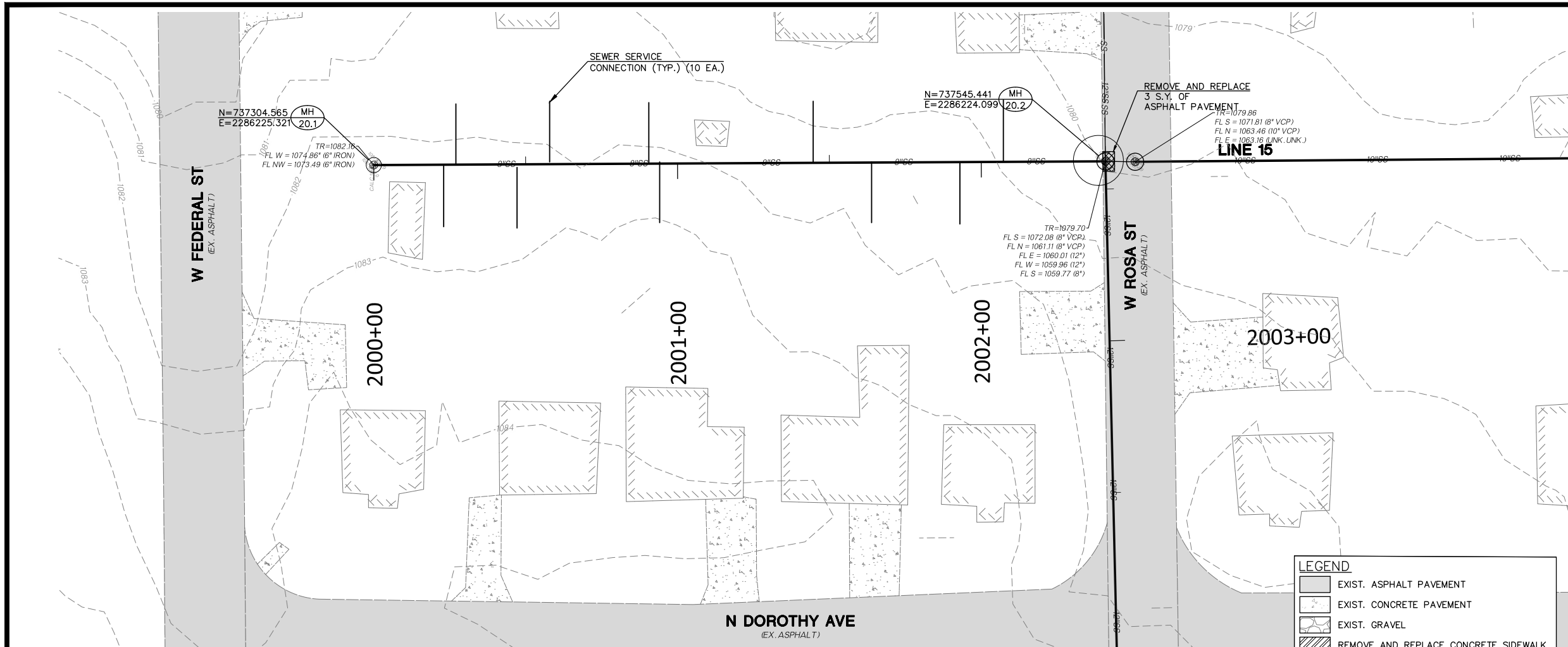
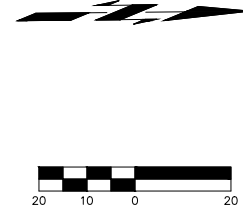
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
 42

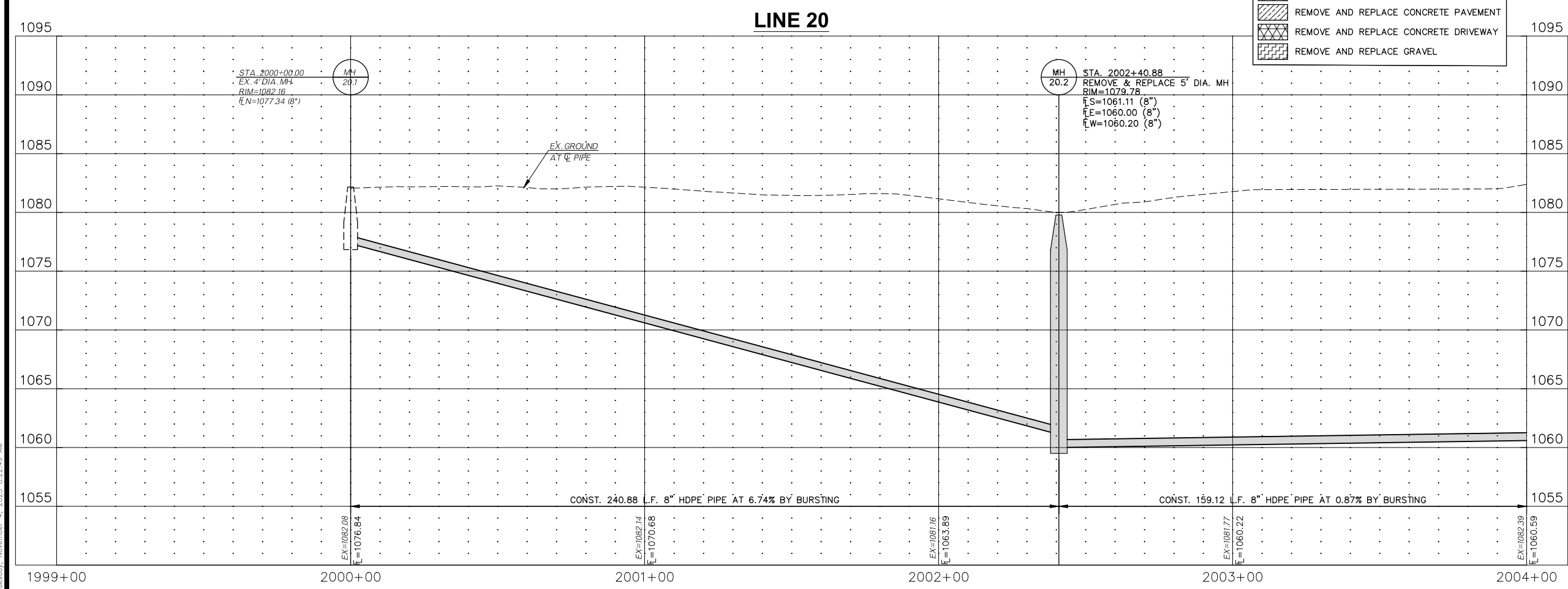


COWAN GROUP ENGINEERING
 7100 N GLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 O 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 20 PLAN & PROFILE (1 OF 2)

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

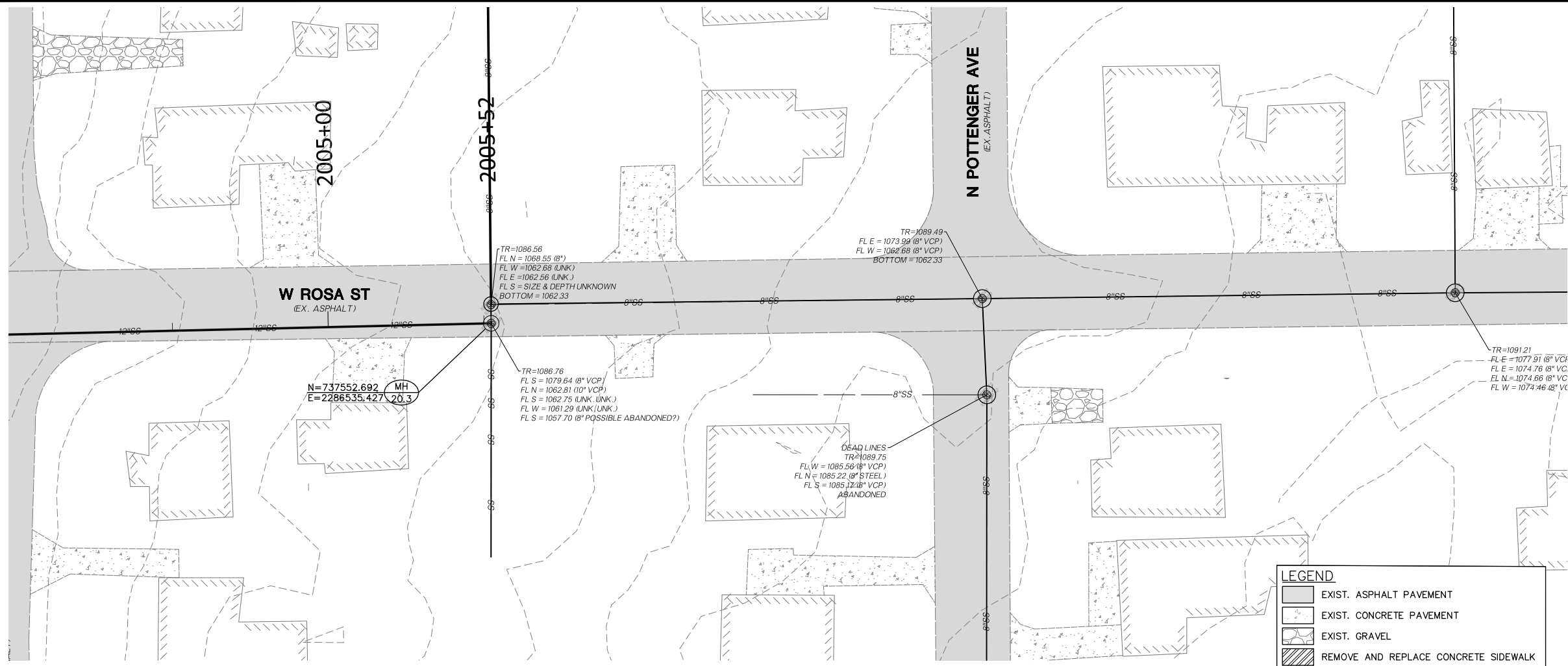
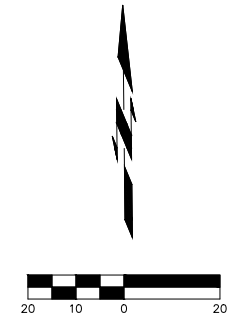
SHEET NUMBER **43**

Tuesday, November 4, 2025 8:22:49 AM

G:\PROJECTS\25-119 SHAWNEE SEWER BURSTING FY26\CAD\SWA\25-119 LINE 20 PLAN & PROFILE.DWG



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 | 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LINE 20 PLAN & PROFILE (2 OF 2)

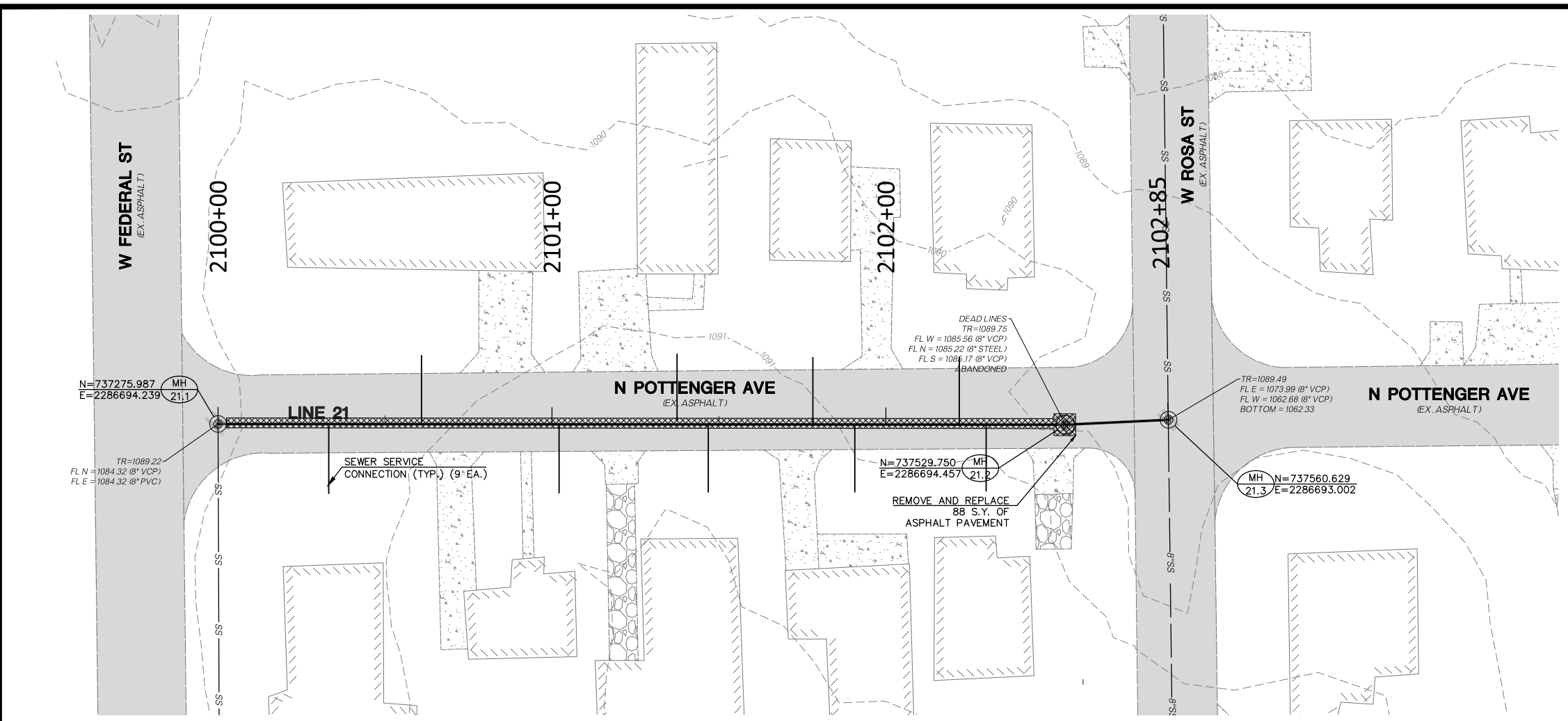
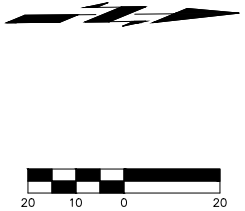
DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

SHEET NUMBER
 44

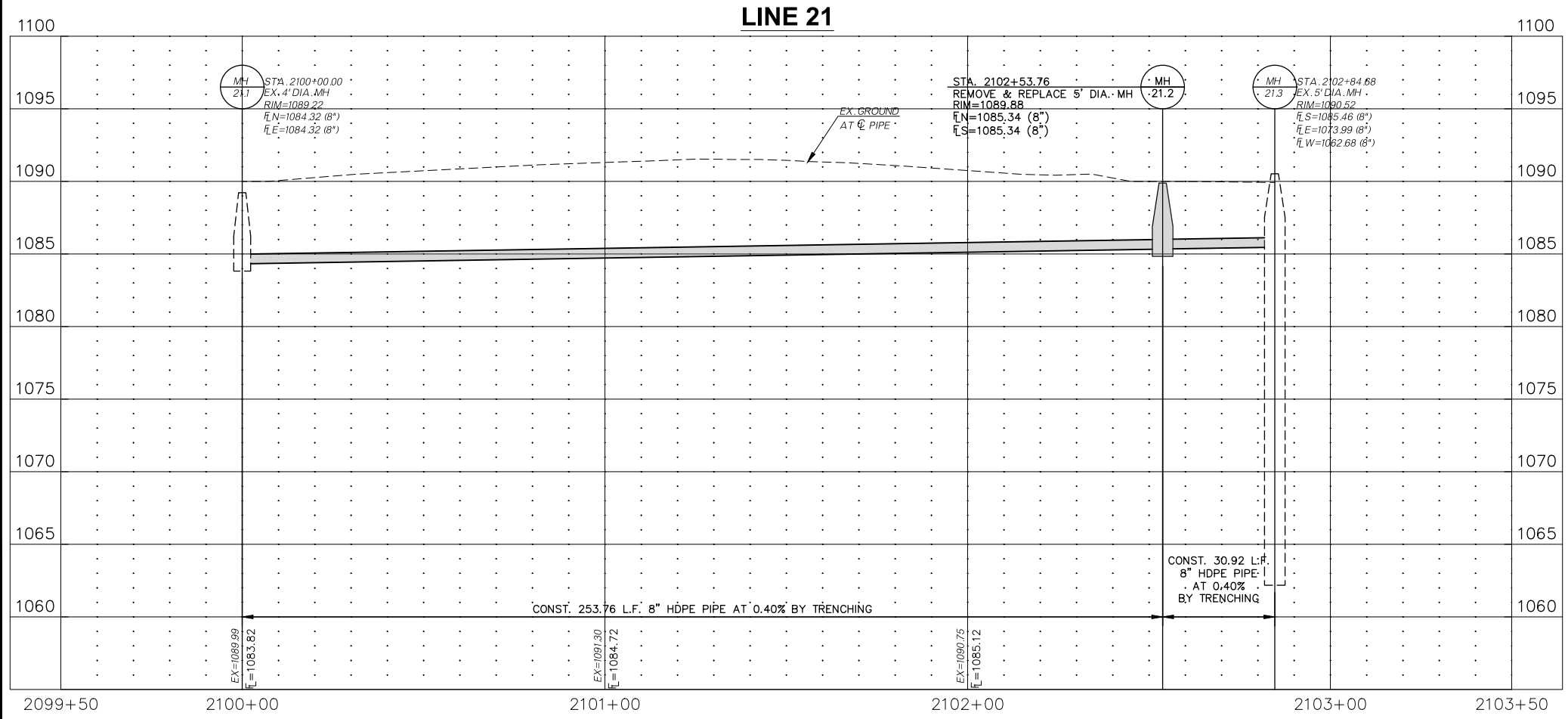


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



LEGEND

- EXIST. ASPHALT PAVEMENT
- EXIST. CONCRETE PAVEMENT
- EXIST. GRAVEL
- REMOVE AND REPLACE CONCRETE SIDEWALK
- REMOVE AND REPLACE ASPHALT PAVEMENT
- REMOVE AND REPLACE CONCRETE PAVEMENT
- REMOVE AND REPLACE CONCRETE DRIVEWAY
- REMOVE AND REPLACE GRAVEL



SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

LINE 21 PLAN & PROFILE

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

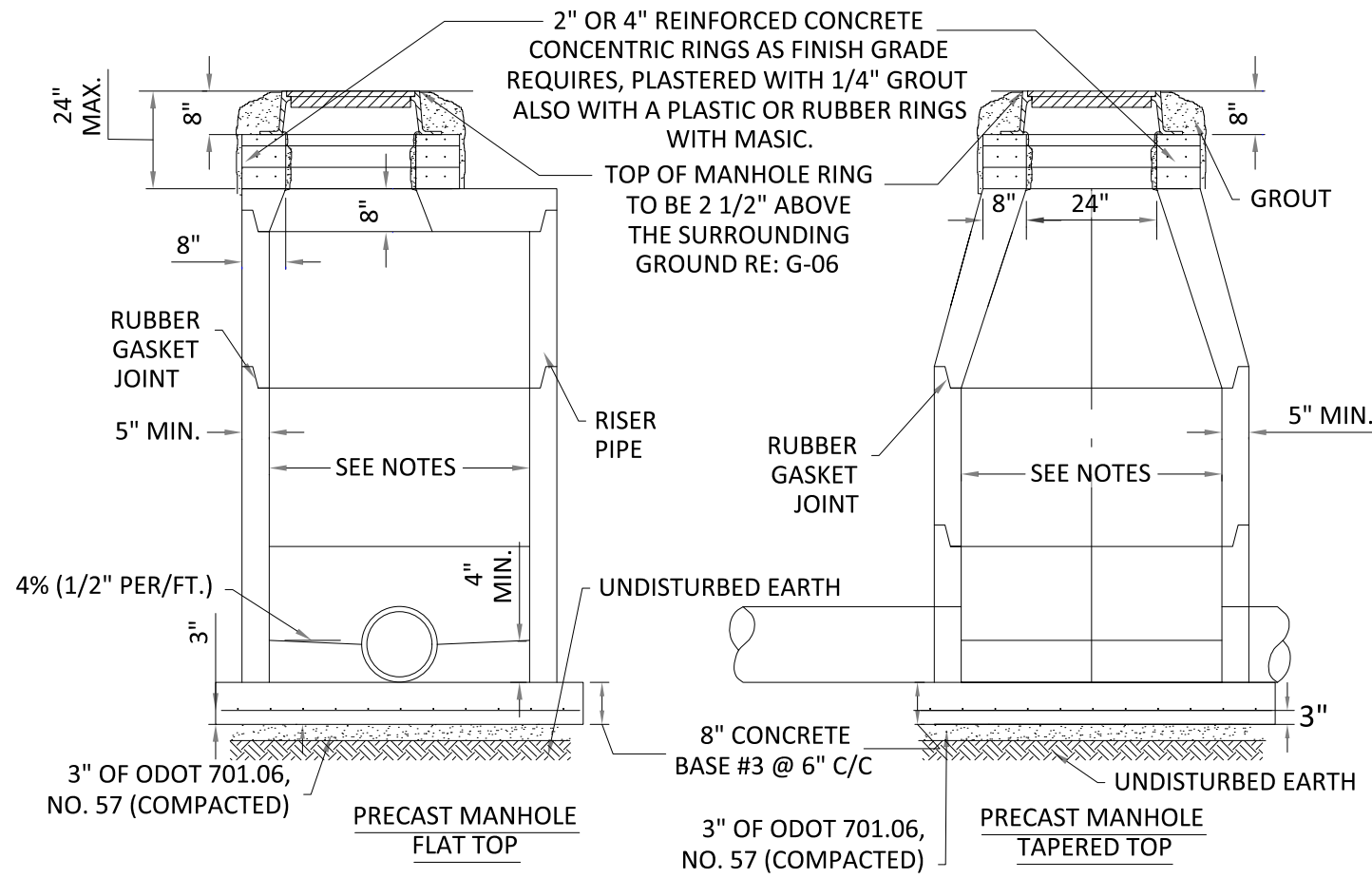
REVISIONS

SHEET NUMBER **45**

Tuesday, November 4, 2025 8:23:24 AM

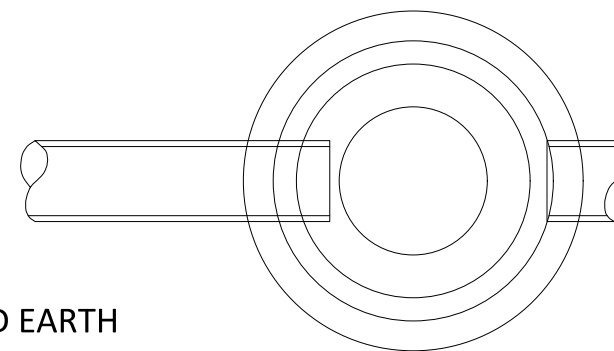
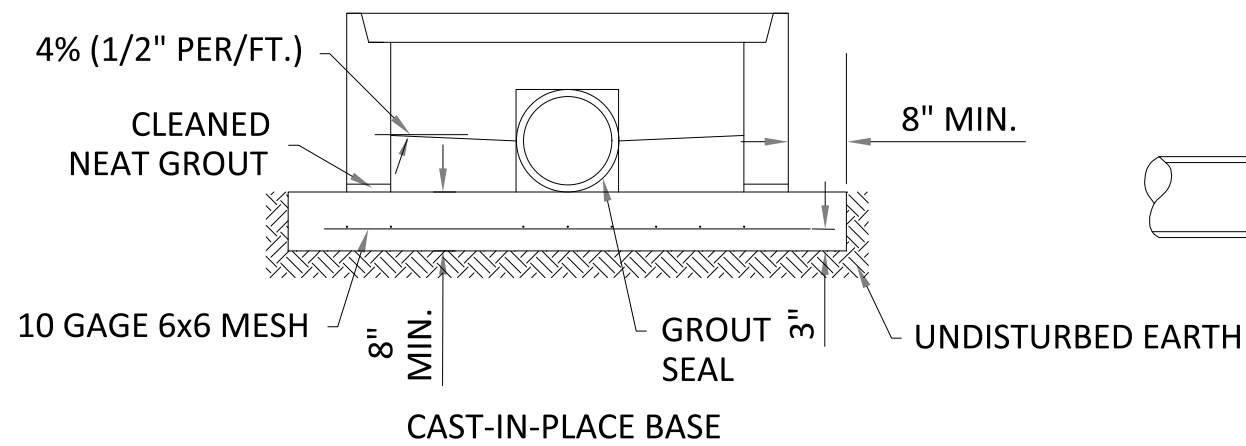
C:\PROJECTS\25-119 SHAWNEE SEWER BURSTING FY26\CAD\SWA\25-119 LINE 21 PLAN & PROFILE.DWG

PRECAST MANHOLE



NOTES:

1. MIN. DROP THROUGH THE MH SHALL BE 0.10'. MAX. DROP SHALL NOT EXCEED 2', ANYTHING GREATER THAN 2' SHALL INCLUDE AN EXTERNAL DROP MH.
2. MH SHALL CONFORM TO CURRENT ASTM C478.
3. 8" TO 18" PIPE, 4' ID MANHOLE REQUIRED.
4. 21" TO 27" PIPE, 5' ID MANHOLE REQUIRED.
5. OVER 27" PIPE MANHOLE ID AS SPECIFIED BY ENGINEER.
6. MANHOLES LESS THAN 4'-6" IN HEIGHT SHALL HAVE A FULL 4' ID OR LARGER FROM TOP TO BOTTOM.
7. MIN. CONCRETE STRENGTH TO BE 3,500 PSI.
8. IN ASPHALT STREETS, MANHOLES SHALL HAVE 4'X4'X8" CONCRETE COLLARS W/4-#6 REINFORCING BARS.
9. MANHOLE BASE SHALL BE 8" THICK AND AT LEAST 8" GREATER THAN MANHOLE OUTER DIAMETER (MIN).



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

SANITARY SEWER DETAIL (1 OF 8)

DESIGNED BY	GMT
DRAWN BY	###
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

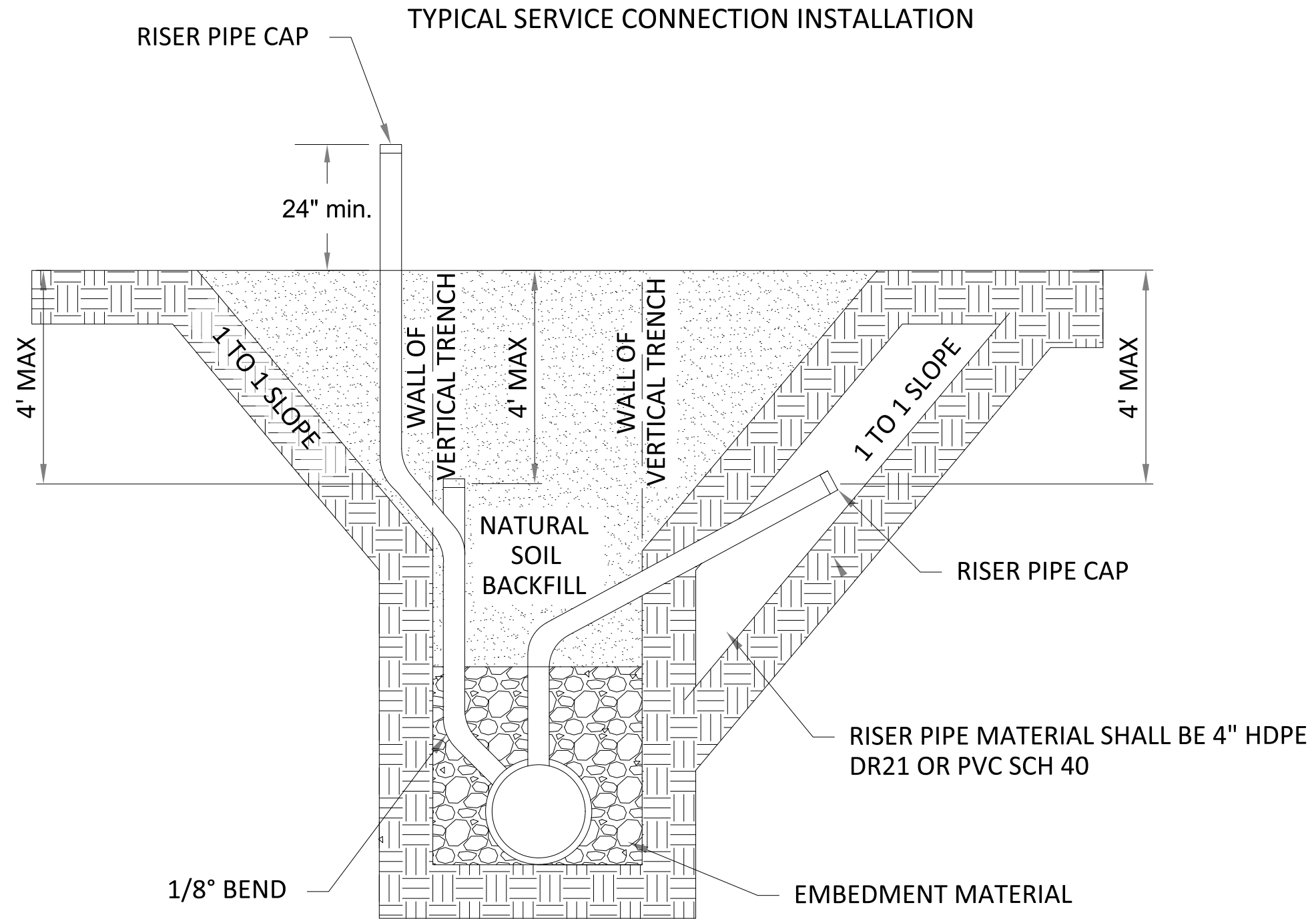
REVISIONS

SHEET NUMBER

46



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



RISER PIPE MATERIAL SHALL BE 4" HDPE DR21 OR PVC SCH 40

NOTES:

1. EXTERNAL CONNECTIONS FOR NEW CONSTRUCTION WYE BRANCHES -- FOR NEW CONSTRUCTION THERE SHALL BE INSTALLED WYE BRANCHES OF SIZE AND TYPE SHOWN ON THE PLANS WITH FOUR(4") INCH OPENINGS AT LOCATIONS SHOWN ON THE PLANS OR AS DESCRIBED BY THE ENGINEER.
2. EXTERNAL CONNECTION TO EXISTING MAIN -- SEE WW-04.
3. RISER
 - A. INSTALLATION -- THE PIPE MAY BE INSTALLED IN ONE OF THREE WAYS SHOWN ABOVE.
 - B. SIZE AND MATERIAL -- THE RISER PIPE SHALL BE FOUR(4") INCH PVC OR DIP.
4. LOCATOR TAPE -- A LOCATOR TAPE, GREEN IN COLOR STATING "CAUTION -- SANITARY SEWER RISER BURIED BELOW" SHALL BE ATTACHED TO THE SANITARY SEWER RISER AND EXTENDED TO A MINIMUM OF TWO (2') FEET ABOVE THE GROUND, THE TAPE SHALL BE THREE (3") INCH WIDE.

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

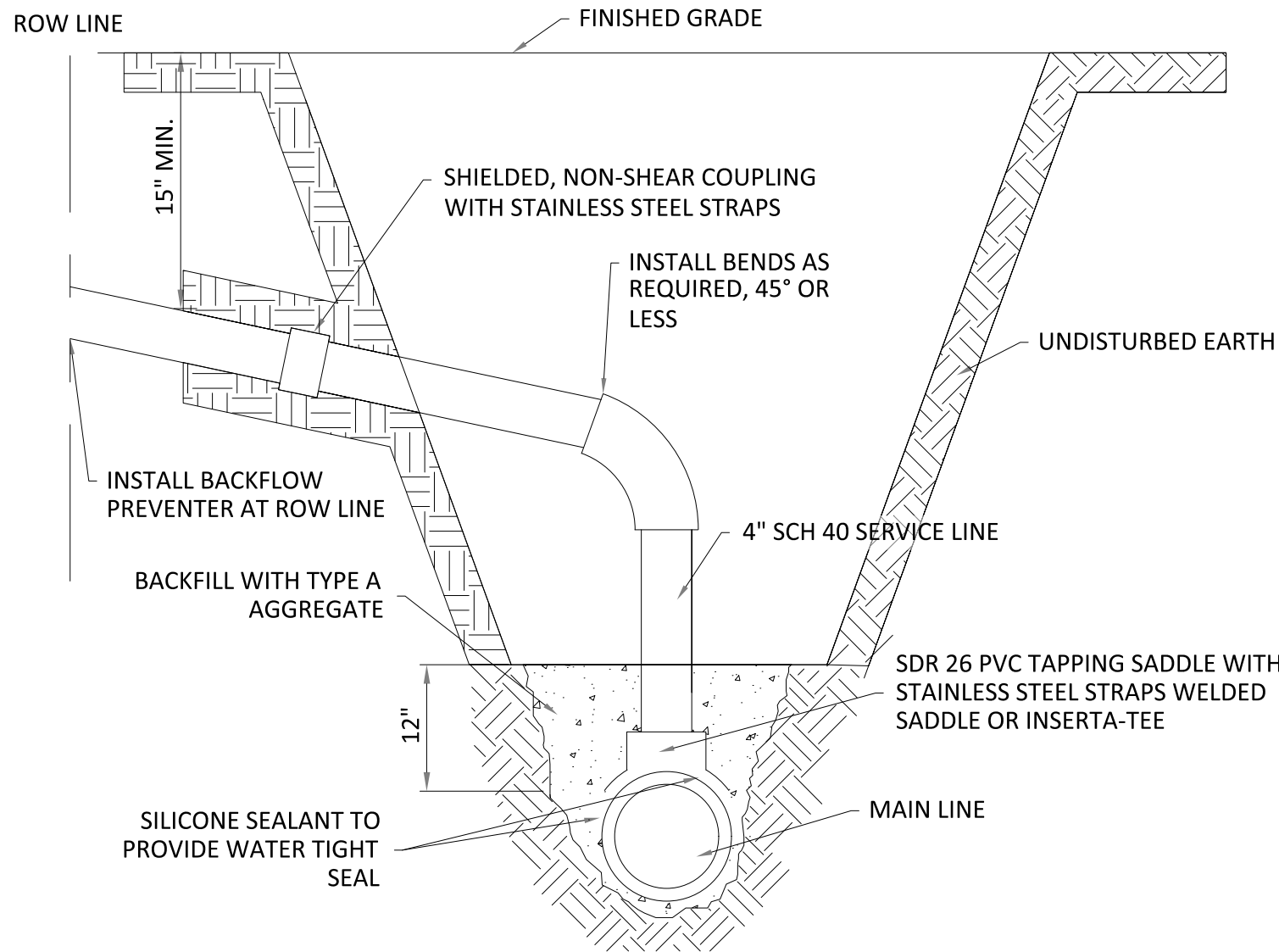
SANITARY SEWER DETAIL (3 OF 8)

DESIGNED BY	GMT
DRAWN BY	###
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER
 48

TAPPING A SANITARY SEWER LINE



NOTES:

1. SADDLE CONNECTIONS MAY BE MADE BY EXCAVATING THE EXISTING MAIN AND CUTTING A HOLE USING APPROVED EQUIPMENT AND INSTALLING A SADDLE. SEWER SERVICE CONNECTIONS CONSTRUCTED WITH SADDLES SHALL INCLUDE STRAPS, A ONE-EIGHT (1/8") DEGREE BEND, AND A CLOSURE PIECE. WHEN EXISTING MAIN HAS BEEN REHABILITATED BY TRENCHLESS METHOD OF CONSTRUCTION, THE SADDLE CONNECTION SHALL BE MADE TO THE PIPE/OR LINER.
2. TEE CONNECTIONS MAY BE MADE BY REMOVING A SECTION OF EXISTING PIPE AND INSTALLING A WYE BRANCH. FITTINGS AND CLOSURE ASSEMBLY SHALL BE USED TO MAKE THE CONNECTION AND SHALL BE SUPPLIED IN A NORMAL DIAMETER OR SIX (6) INCHES. THE EXTERNAL CONNECTION SHALL BE CONSIDERED COMPLETE WHEN BACKFILLING AND SURFACE RESTORATION IS COMPLETE. SERVICE CONNECTIONS CONSTRUCTED WITH WYE BRANCHES SHALL INCLUDE A ONE-EIGHT (1/8") DEGREE BEND, ELBOW, AND WHEN REQUIRED, A CLOSURE PIECE.
3. ALL MAIN LINE HOLES TO BE CORE DRILLED AND COUPON PRESENTED AT TIME OF INSPECTION.
4. TAPS SHALL BE LEFT UNCOVERED UNTIL TAP IS INSPECTED BY CITY INSPECTOR.
5. THE CONTRACTOR SHALL DRILL OR SAW A 4-INCH DIAMETER HOLE INTO THE EXISTING SEWER MAIN. THE USE OF ANGLE GRINDERS WILL NOT BE ALLOWED.
6. THERE SHALL BE A MINIMUM OF 2-INCHES FROM THE EDGE OF THE HOLE TO THE OUTSIDE EDGE OF THE TAPPING SADDLE.
7. ON AN EXISTING TAP THAT IS BEING REPAIRED, IF THE HOLE IS LARGER THAN 4-INCH DIAMETER OR THE PIPE IS IN POOR CONDITION, THEN THAT SECTION OF SANITARY SEWER PIPE SHALL BE REPLACED. SAID PIPE SHALL BE REPLACED WITH SDR 35 PVC TO A POINT UNTIL SOUND PIPE IS FOUND. THE MINIMUM LENGTH OF PIPE TO BE REPLACED IS 4-FEET.



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

SANITARY SEWER DETAIL (4 OF 8)

DESIGNED BY	GMT
DRAWN BY	###
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER
 49

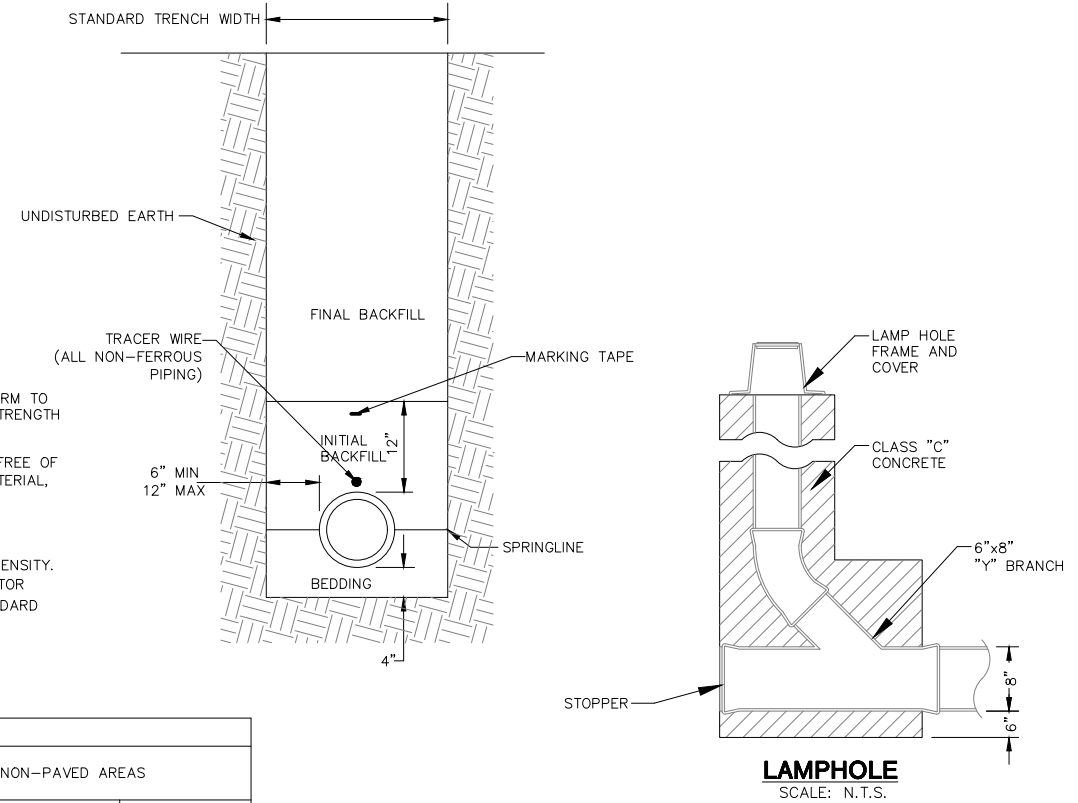
GENERAL NOTES

- BACKFILL WITH SUITABLE, ON SITE SOIL COMPACTED TO REQUIRED DENSITY. IN ACCORDANCE WITH SPECIFICATIONS.
- THE COST OF MOVING, REMOVING AND REPLACING ALL FENCES, TREES, STRUCTURES OR OTHER OBSTRUCTIONS NECESSARY FOR CONSTRUCTION WILL NOT BE PAID FOR AS SUCH, BUT SHALL BE INCLUDED IN THE UNIT PRICE BID FOR OTHER ITEMS UNLESS OTHERWISE NOTED.
- A WATER TIGHT PLUG SHALL BE INSTALLED IN ANY NEW LINE AT ITS ENTRANCE INTO AN EXISTING MANHOLE. UPON SATISFACTORY COMPLETION OF THE PROJECT, PERMISSION WILL BE GIVEN BY THE CITY ENGINEER TO REMOVE THE PLUG.
- DO NOT BREAK OUT THE EXISTING SEWER PIPE WITHIN ANY MANHOLE BUILT AROUND AN EXISTING SEWER UNTIL PROPER APPROVAL TO DO SO IS GIVEN BY THE CITY ENGINEER.
- ALL STUBS SHALL BE ONE LENGTH OF BELL-END PIPE EXTENDING THRU THE MANHOLE WALL AND SHALL BE TIGHTLY PLUGGED.
- AT ABANDONED MANHOLES AND SEWERS, PLUG ALL SEWERS AT MANHOLES, TEAR MANHOLES DOWN 3' BELOW FINISHED GROUND ELEVATION, AND FILL BALANCE OF MANHOLES WITH APPROVED BACKFILL.
- ALL ABANDONED MANHOLE RINGS AND LIDS SHALL BE PROPERTY OF THE MUNICIPALITY OR AUTHORITY UTILITY LINE MAINTENANCE WASTEWATER DEPARTMENT.
- PIERS AND COLLARS TO BE BUILT ACCORDING TO STANDARD SPECIFICATIONS, OR AS NOTED.
- ALL FILL AREAS SHOWN ON PROFILE SHALL BE MADE BEFORE CONSTRUCTION OF SEWER.
- UNLESS OTHERWISE REQUIRED, DENSITY TESTING SHALL BE PERFORMED ON A AVERAGE OF EVERY 200 L.F. OF TRENCH EACH 5 FT. OF DEPTH. DENSITY REQUIREMENTS FOR TRANSVERSE CROSSINGS UNDER PAVING OR DRIVEWAYS SHALL COMPLY WITH THE SCHEDULE SHOWN ON STANDARD CONSTRUCTION PAVING DETAILS.
- THE CONSTRUCTION OF MONOLITHICALLY CAST-IN-PLACE MANHOLES WILL BE ALLOWED ONLY AS SHOWN ON THE PLANS. THE SUBMITTAL OF PROPOSED LEG SUPPORTS SHALL BE REQUIRED AND SHALL BE APPROVED BY THE ENGINEER PRIOR TO CONSTRUCTION.
- PLACEMENT OF CONCRETE STRUCTURES, MANHOLES AND ETC., SHALL COMPLY WITH THE SPECIFICATIONS.
- IN LIEU OF THE COLD WEATHER REQUIREMENTS SHOWN IN THE SPECIFICATIONS, PLACEMENT OF CONCRETE BELOW GRADE WILL BE ALLOWED TO TEMPERATURES AS LOW AS 25° F. HOWEVER, UNTIL SUCH TIME AS FINAL BACKFILL IS PLACED, ADDITIONAL PROTECTION, INSULATION, HEATING AND ETC. SHALL BE REQUIRED.
- EXCAVATION AND BACKFILL NEAR MANHOLES SHALL BE EQUAL ON ALL SIDES OF THE MANHOLE.
- REINFORCING STEEL: ASTM 416 GR60
- WELDING SHALL BE IN ACCORDANCE WITH AWS D1.1.
- GROUT SHALL BE NON-SHRINK EPOXY GROUT.
- ALL COUPLINGS SHALL BE SUBSIDIARY AND INCLUDED IN THE BID PRICE.

INSIDE PIPE DIAMETER (IN.)	STANDARD TRENCH WIDTH (IN.)
8	24
10	30
12	30
15	36
18	36
21	42
24	42
27	48
30	48
36	54
42	60
48	66

NOTES:

- STANDARD BEDDING MATERIAL (SBM) SHALL CONFORM TO ASTM D2321 CLASS I AGGREGATE BASE OR LOW STRENGTH BACKFILL MATERIAL.
- SELECT FILL CONSISTS OF EXCAVATED MATERIALS FREE OF ROCKS LARGER THAN 2-1/2 INCHES, ORGANIC MATERIAL, RUBBISH, DEBRIS, AND ALL OTHER OBJECTIONABLE MATERIAL.
- COMPACTION REQUIREMENTS:
 - PAVED AREAS: 95% STANDARD PROCTOR DENSITY.
 - NON-PAVED AREAS: 90% STANDARD PROCTOR DENSITY IF COVER DEPTH < 10'. 95% STANDARD PROCTOR DENSITY IF COVER DEPTH > 10'.



DESCRIPTION	BEDDING MATERIALS			
	PAVED AREAS		NON-PAVED AREAS	
	FLEXIBLE PIPE	RIGID PIPE	FLEXIBLE PIPE	RIGID PIPE
FINAL BACKFILL	STAND. BEDDING MATERIAL (SBM)	STAND. BEDDING MATERIAL (SBM)	EXCAVATED MATERIAL	EXCAVATED MATERIAL
INITIAL BACKFILL	STAND. BEDDING MATERIAL (SBM)	STAND. BEDDING MATERIAL (SBM)	COVER DEPTH ≤ 10' - SELECT FILL	SELECT FILL
BEDDING	STAND. BEDDING MATERIAL (SBM)	STAND. BEDDING MATERIAL (SBM)	COVER DEPTH > 10' - STAND. BEDDING MATERIAL	STAND. BEDDING MATERIAL (SBM)

PIPE INSTALLATION

SCALE: N.T.S.

*NON-VENTED LIDS SHALL BE USED IN PAVEMENT

*VENTED LIDS SHALL BE USED IN NON-PAVEMENT

NOTES:

- FOUNDATION GRAVEL SHALL BE COMPOSED OF CRUSHED ROCK CONFORMING TO STANDARD SPECIFICATIONS, SECTION 31 23 33.
- MANHOLE WALL THICKNESS SHALL BE CONSTANT. NO TRANSITION SHALL BE ALLOWED.
- MANHOLE WALL SHALL BE IN ACCORDANCE WITH ASTM C76

MANHOLE WALL	
DIA.	THICKNESS
4'	5"
5'	6"
6'	7"



COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

SANITARY SEWER DETAIL (5 OF 8)

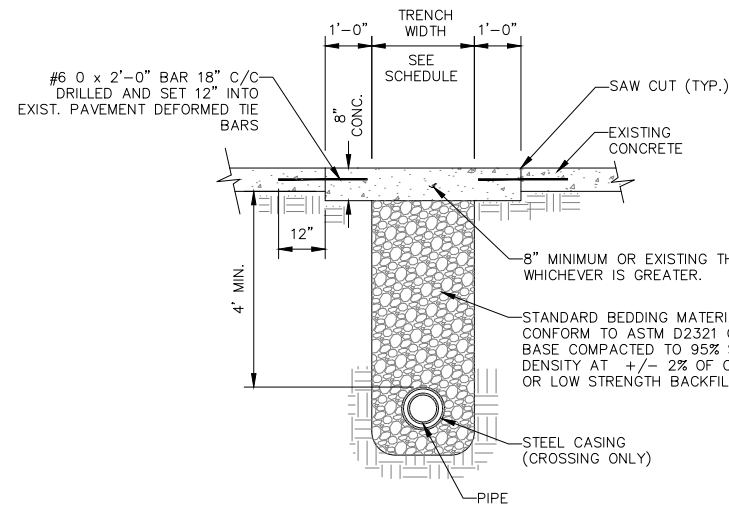
DESIGNED BY GMT
 DRAWN BY ###
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

REVISIONS

SHEET NUMBER 50

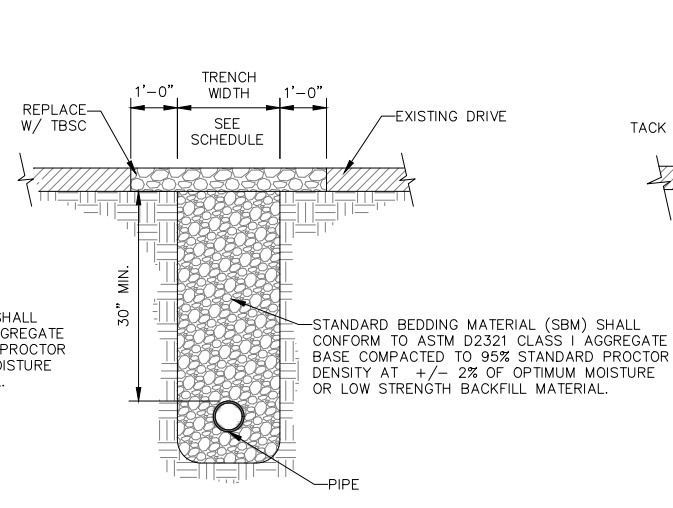


COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026



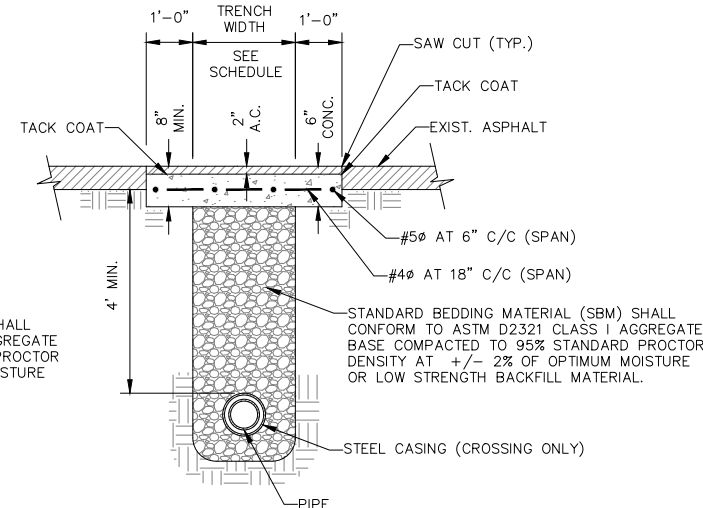
CONCRETE PAVING CUT AND PERMANENT REPAIR

SCALE: N.T.S.



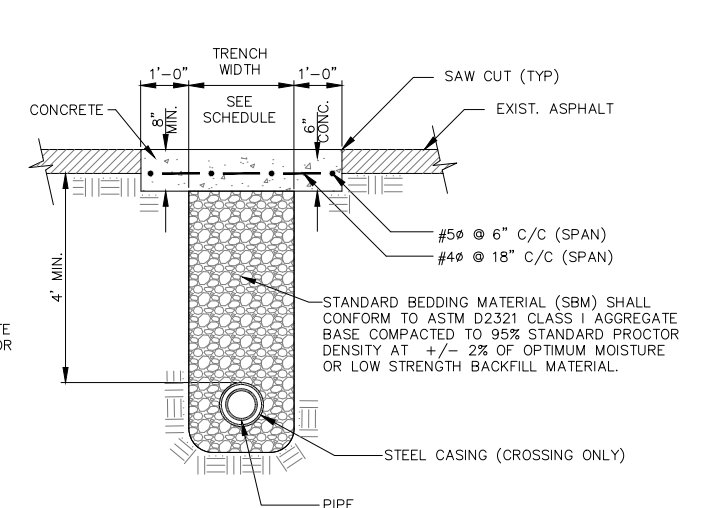
DRIVE CUT AND PERMANENT REPAIR GRAVEL

SCALE: N.T.S.



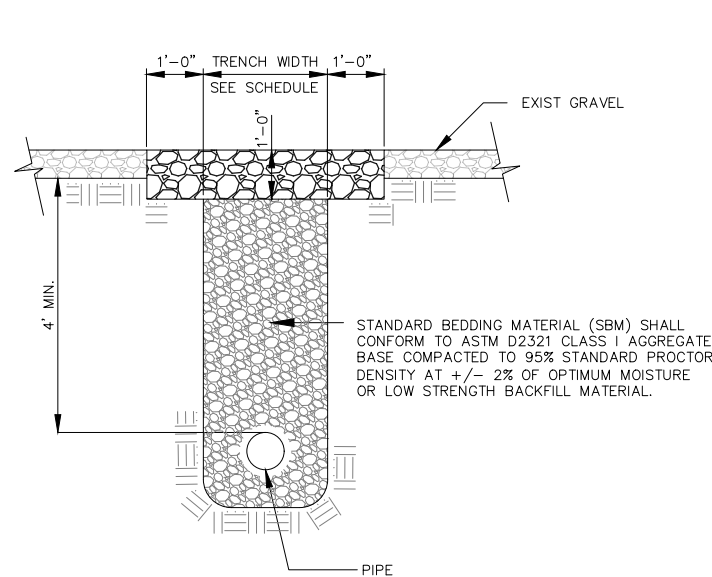
ASPHALT PAVING CUT AND PERMANENT REPAIR - ASPHALT

SCALE: N.T.S.



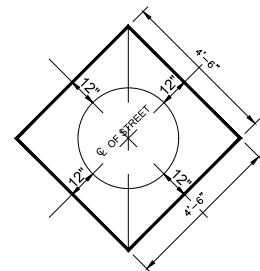
ASPHALT PAVING CUT AND PERMANENT REPAIR - CONCRETE

SCALE: N.T.S.

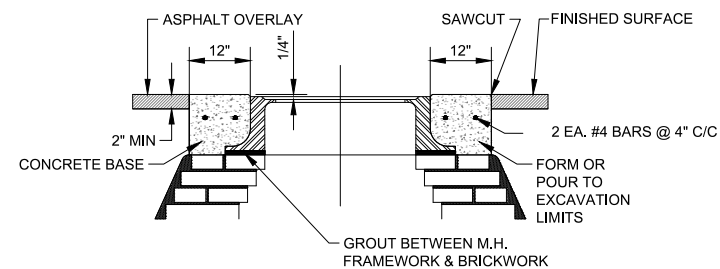


GRAVEL PAVEMENT PERMANENT REPAIR

SCALE: N.T.S.



PLAN VIEW OF MANHOLE



ADJUSTMENT OF MANHOLE TO GRADE

SCALE: N.T.S.

- NOTES:**
1. THE MANHOLE FRAME SHALL BE SET TO GRADE AND CONCRETE BASE POURED AFTER RESURFACING OPERATIONS.
 2. CONCRETE BASE SHALL BE H.E.S. CLASS A P.C. CONCRETE (3000 PSI IN 24 HOURS).
 3. THE WORK SHALL BE PROTECTED BY BARRIERS AND LIGHTS MEETING MUTCD AND SHALL NOT BE REMOVED FOR A PERIOD OF 24 HOURS AFTER THE POUR IS MADE.

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

SANITARY SEWER DETAIL (6 OF 8)

DESIGNED BY	GMT
DRAWN BY	####
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

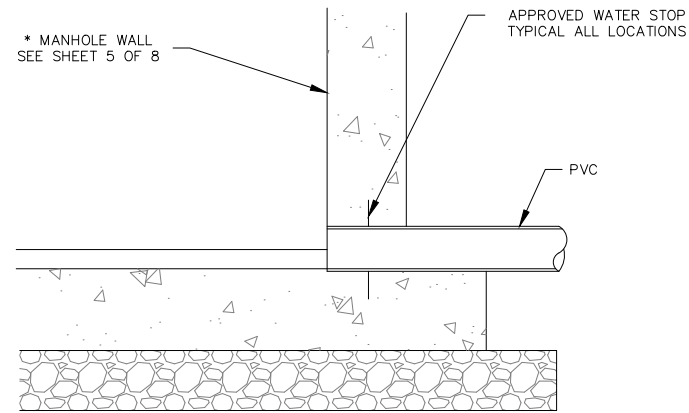
REVISIONS

SHEET NUMBER

51

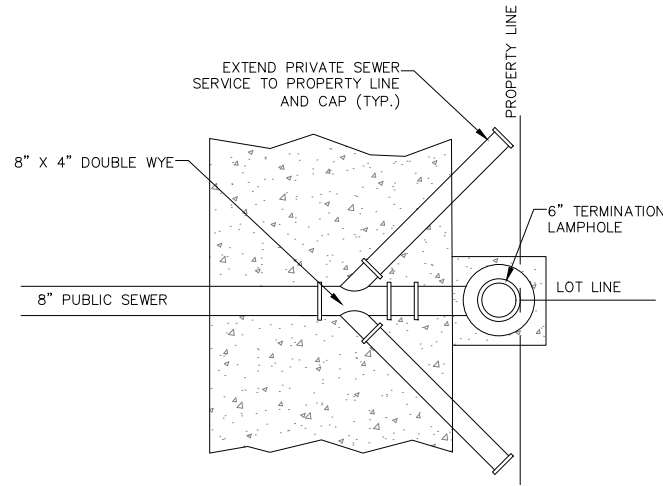


COWAN GROUP ENGINEERING
 7100 N CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

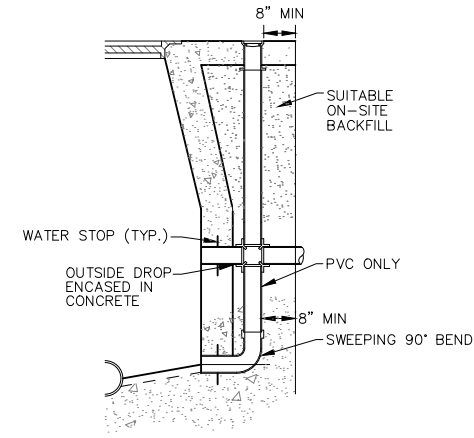


NOTE: COMPRESSION JOINTS AND COUPLINGS SHALL BE ASSEMBLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. JOINTS AND COUPLINGS SHALL BE MANUFACTURED AND INSTALLED IN ACCORDANCE WITH ASTM-D3212-92.

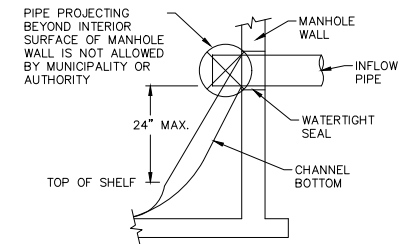
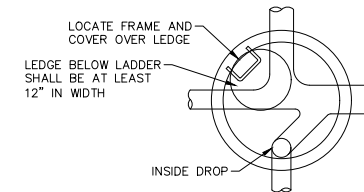
PVC PIPE DETAILS
 SCALE: N.T.S.



PLAN VIEW OF SEWER LAMPHOLE WITH DOUBLE WYE SEWER SET
 SCALE: N.T.S.



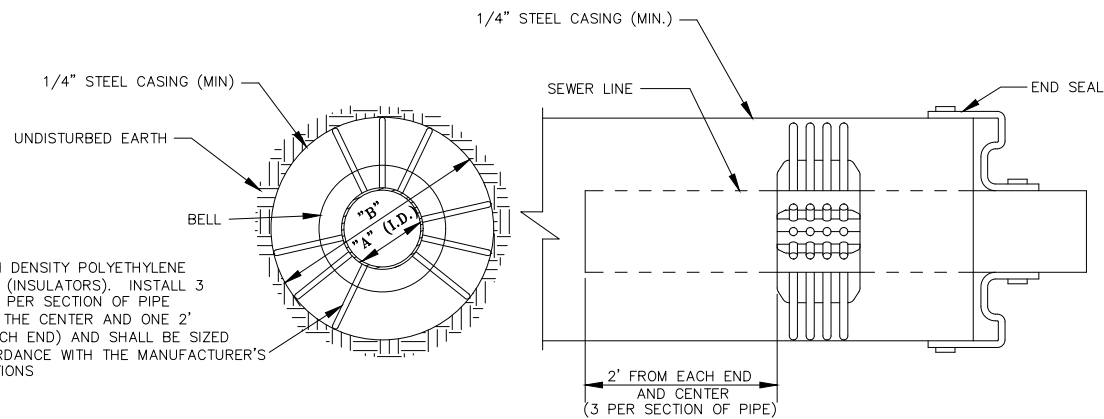
STANDARD DROP MANHOLE
 SCALE: N.T.S.



OPEN INSIDE DROP WITH BEAVER SLIDE

PIPE & STEEL CASING SCHEDULE	
PIPE DIA. "A"	CASING DIA. "B"
6"	12"
8"	14" OR 16"
10"	18"
12"	20"
16"	24"
18"	26"
24"	33"

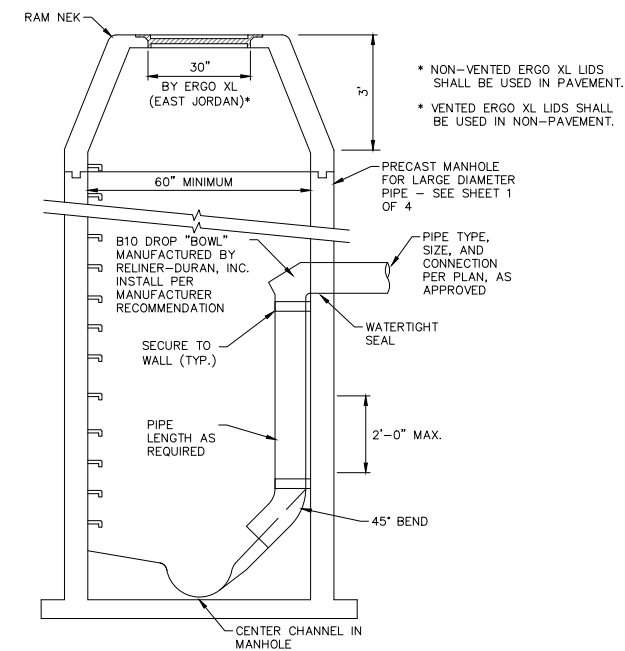
NOTE: CONSTRUCT WATER TIGHT PLUG AT EACH END OF CASING



NOTE: STEEL CASING PIPE SHALL CONFORM WITH ASTM A-139. STANDARD SPECIFICATION FOR ELECTRIC-FUSION(ARC)-WELDED STEEL PIPE (NPS4 AND OVER). THE STEEL MATERIAL SHALL BE NEW, SMOOTH WALL, CARBON STEEL, GRADE B, WITH A MINIMUM TENSILE STRENGTH, AND MINIMUM 35,000 PSI YIELD STRENGTH.

CASING DETAIL
 SCALE: N.T.S.

- UNLESS OTHERWISE SHOWN OR NOTED ON THIS DRAWING, ALL SANITARY SEWER INSIDE DROP MANHOLE CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS OF ASTM C 478
- A SINGLE "OPEN" (UNENCLOSED) INSIDE DROP WITH A "BEAVER SLIDE" MAY BE ALLOWED WITH PRIOR WRITTEN APPROVAL OF THE ENGINEER.
- THE MUNICIPALITY OR AUTHORITY DOES ALLOW OUTSIDE DROPS FOR DROPS OF 2 FEET OR GREATER.
- PIPE AND FITTINGS FOR DROP ASSEMBLY SHALL BE SAME SIZES AS INFLOW PIPE TO MANHOLE.
- PIPE AND FITTINGS FOR DROP ASSEMBLY SHALL BE: DUCTILE IRON ANSI A21.50-1, AWWA C150-1, AWWA C-900 OR PVC ASTM 3034 SDR 35.
- PIPE CONNECTIONS OF FOUR OR MORE MAINLINES SHALL REQUIRE A MANHOLE CONNECTION AND CHANNEL DETAIL.
- PROVIDE A MINIMUM OF 8-INCHES OF INTACT (UNDISTURBED) MANHOLE WALL BETWEEN PIPE BREAKOUTS AS MEASURED ON THE INSIDE FACE OF THE MANHOLE.
- MINIMUM FALL BETWEEN INLET AND OUTLET TO BE NOT LESS THAN 0.20 FEET.
- THE MUNICIPALITY OR AUTHORITY RESERVES THE RIGHT TO DEVIATE FROM THIS DRAWING AND RELATED REQUIREMENTS AS DICTATED BY PROJECT DESIGN PARAMETERS, AND AS APPROVED BY THE ENGINEER.



MECHANICAL INSIDE DROP
 SCALE: N.T.S.

SHAWNEE SANITARY SEWER BURSTING FY26

CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

SANITARY SEWER DETAIL (7 OF 8)

DESIGNED BY GMT
 DRAWN BY ####
 REVIEWED BY GMT
 PROJECT NUMBER 25-119
 DATE NOVEMBER 2025

REVISIONS

NO.	DESCRIPTION	DATE

SHEET NUMBER



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 D 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

SHAWNEE SANITARY SEWER BURSTING FY26

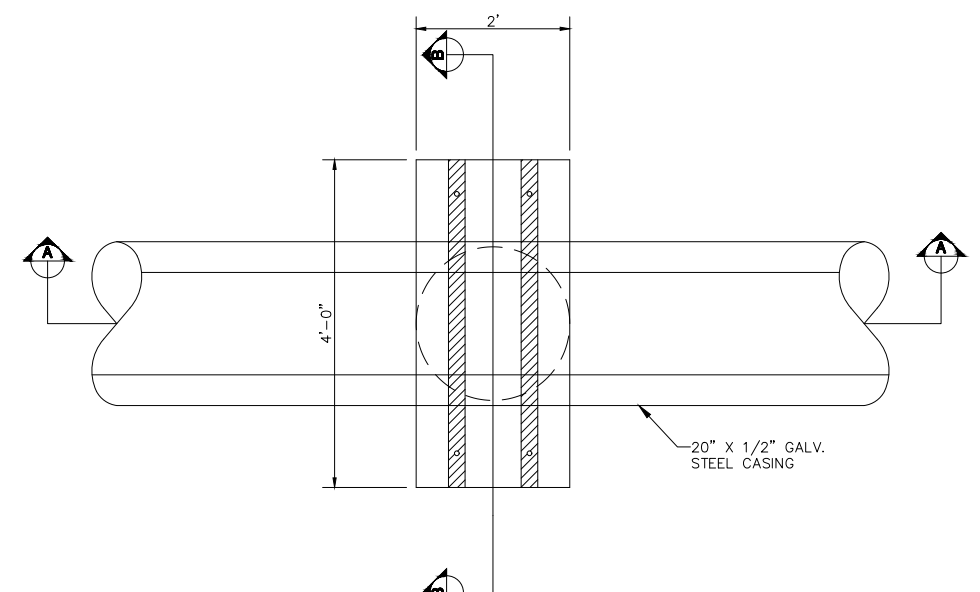
CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

SANITARY SEWER DETAIL (8 OF 8)

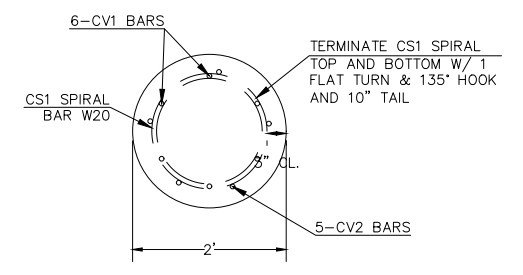
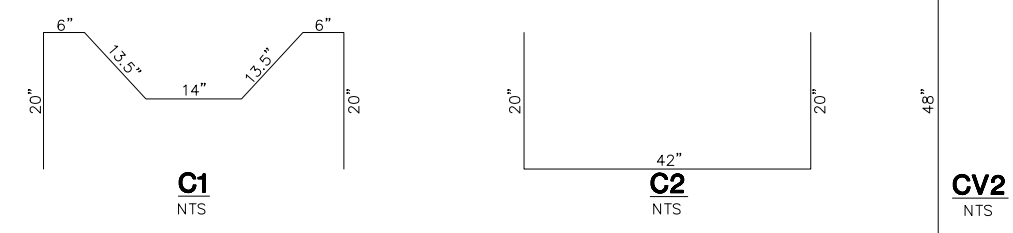
DESIGNED BY	GMT
DRAWN BY	####
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS	

SHEET NUMBER **53**

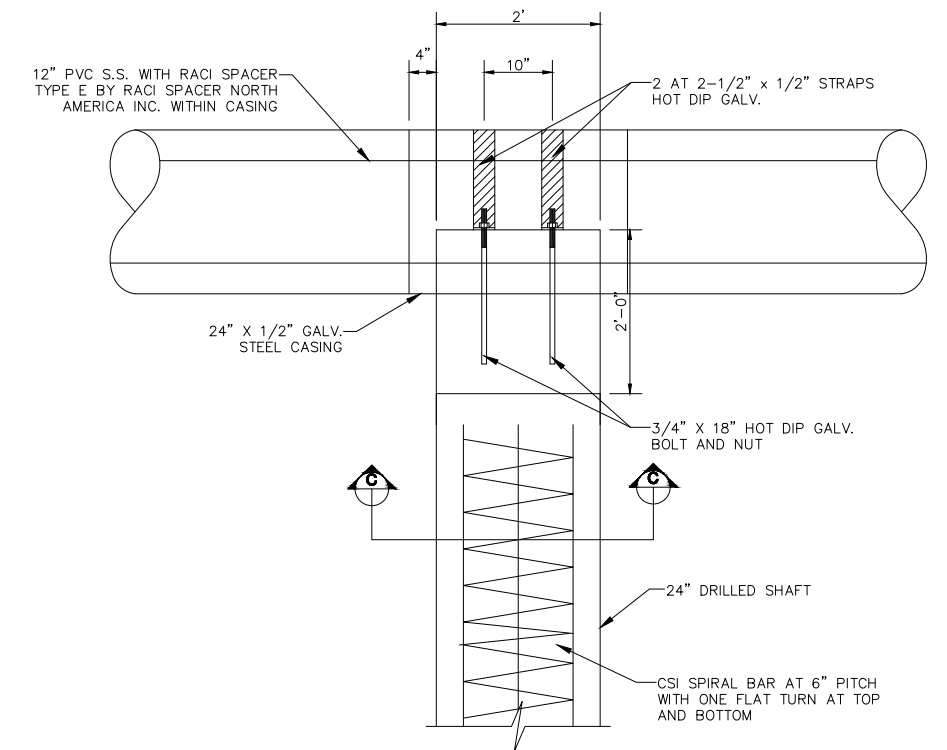


DETAIL 1
PLAN VIEW
CONCRETE COLLAR CAP
WITH DRILLED SHAFT
 SCALE: N.T.S.

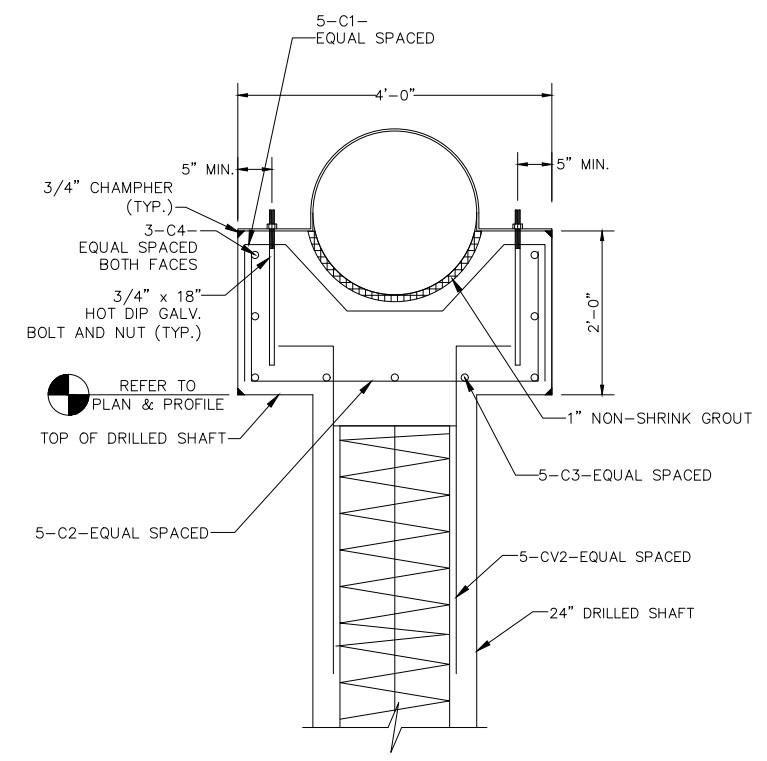


SECTION C-C
 SCALE: N.T.S.

BAR LIST, ONE PIER CAP				
TYPE	SIZE	SHAPE	LENGTH	NO.
CV1	#9	STR.	35'-6"	6
CV2	#5	BNT.	56"	5
CS1	W20	SPIRAL	348'-7"	1
C1	#4	BNT.	93"	5
C2	#4	BNT.	82"	5
C3	#4	STR.	20"	5
C4	#4	STR.	20"	6



SECTION A-A
 SCALE: N.T.S.



SECTION B-B
 SCALE: N.T.S.



COWAN GROUP ENGINEERING
 7100 N. CLASSEN, SUITE 500
 OKLAHOMA CITY, OK 73116
 405-463-3369 • 405-463-3381 F
 WWW.COWANGROUP.COM
 CA# 6414 EXPIRES 6/30/2026

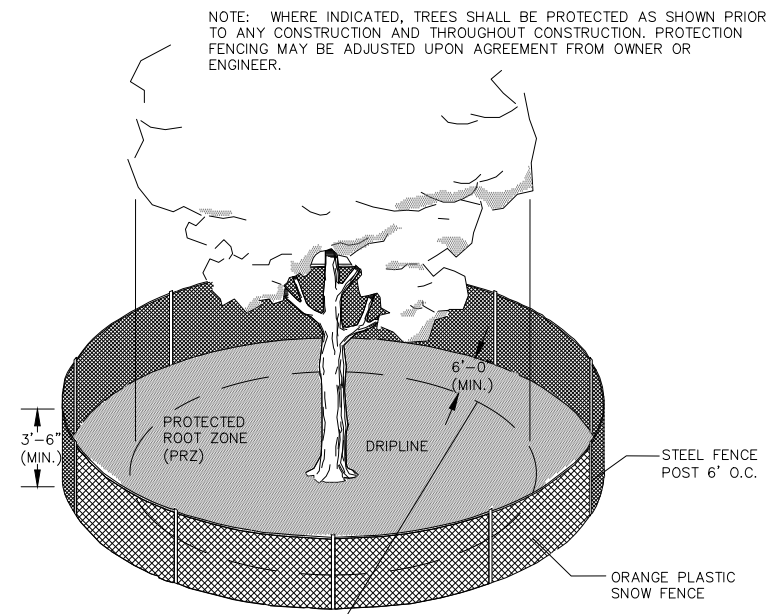
SHAWNEE SANITARY SEWER BURSTING FY26
 CITY OF SHAWNEE
 POTTAWATOMIE COUNTY, OKLAHOMA

EROSION CONTROL DETAIL

DESIGNED BY	GMT
DRAWN BY	DXN
REVIEWED BY	GMT
PROJECT NUMBER	25-119
DATE	NOVEMBER 2025

REVISIONS

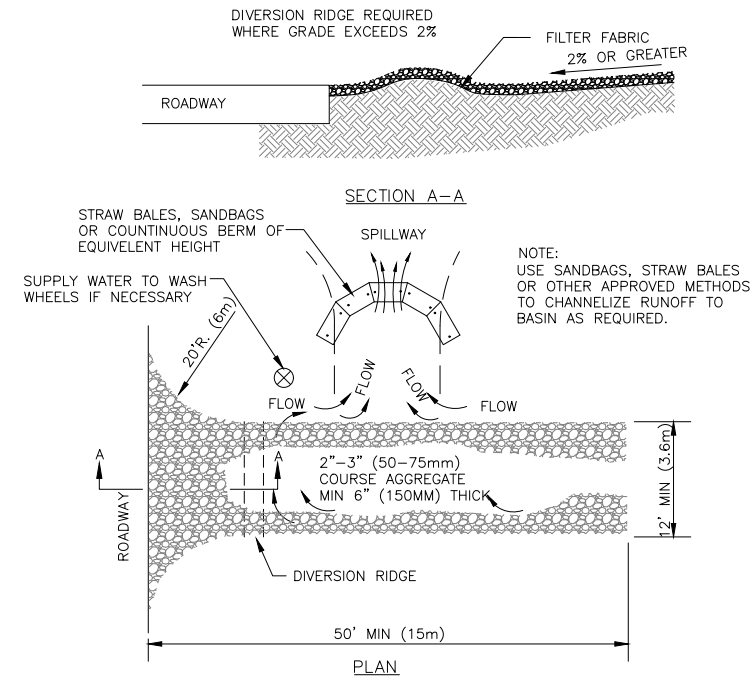
SHEET NUMBER



NOTE: WHERE INDICATED, TREES SHALL BE PROTECTED AS SHOWN PRIOR TO ANY CONSTRUCTION AND THROUGHOUT CONSTRUCTION. PROTECTION FENCING MAY BE ADJUSTED UPON AGREEMENT FROM OWNER OR ENGINEER.

NOTE: THE TEMPORARY FENCE IS TO BE CONSTRUCTED AROUND SPECIFIED AREAS/TREES PRIOR TO ANY CONSTRUCTION AND SHALL REMAIN UNTIL ALL CONSTRUCTION IS COMPLETE. CONSTRUCTION EQUIPMENT AND MATERIALS ARE NOT PERMITTED WITHIN THE (PRZ). THE FENCE PLACEMENT AROUND THE (PRZ) MAY ONLY BE ADJUSTED WITH PERMISSION FROM THE OWNER OR ENGINEER.

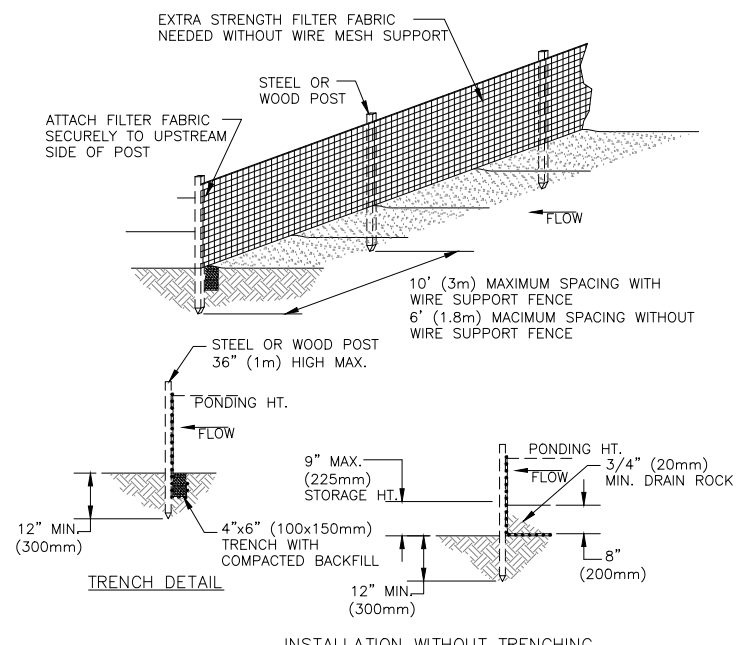
TREE PROTECTION DETAIL



NOTES:

1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT.
2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.

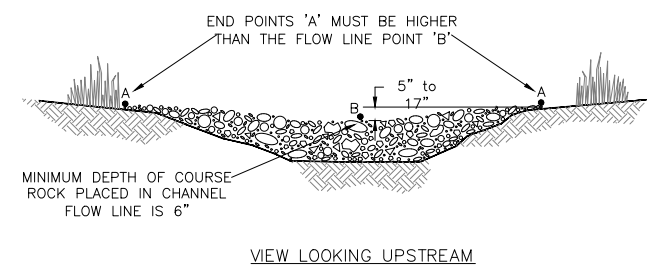
TEMP. GRAVEL CONSTRUCTION ENTRANCE



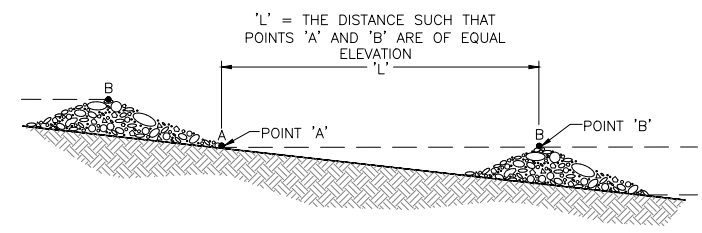
NOTES:

1. SILT FENCE SHALL BE PLACED ON SLOPE CONTOURS TO MAXIMIZE PONDING EFFICIENCY.
2. INSPECT AND REPAIR FENCE AFTER EACH STORM EVENT AND REMOVE SEDIMENT WHEN NECESSARY. 9" (225mm) MAXIMUM RECOMMENDED STORAGE HEIGHT.
3. REMOVED SEDIMENT SHALL BE DEPOSITED TO AN AREA THAT WILL NOT CONTRIBUTE SEDIMENT OFF-SITE AND CAN BE PERMANENTLY STABILIZED.

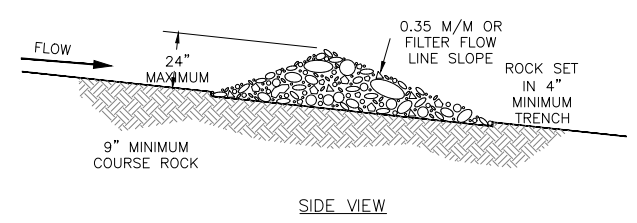
SILT FENCE



VIEW LOOKING UPSTREAM



SPACING BETWEEN CHECK DAMS



SIDE VIEW

ROCK CHECK DAM

D-50 OF ROCK (MM)	DOWNSTREAM FLOWLINE SLOPE OF STRUCTURE (M / M)					
	0.35	0.30	0.25	0.20	0.15	0.10
75	15	18	20	25	33	48
150	30	36	41	50	66	100



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

Date: December 15, 2025
To: City Commission
From: Kimberly Hoover, Finance Director
Subject: December 2025 Sales and Use Tax Deposit

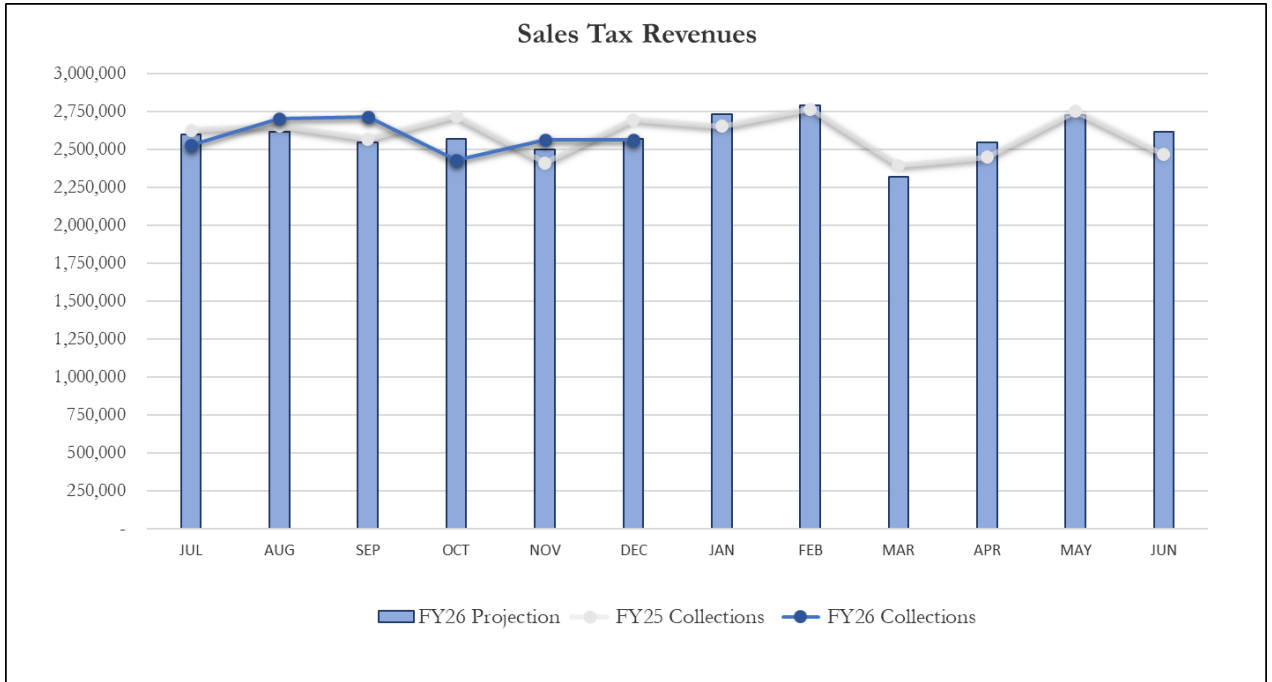
Background: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 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 December consist of November estimates and October 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 December sales tax deposit was \$2,565,462.75 including interest of \$4,099.72, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,282,731.38
2018 Capital Improvements Fund	320,682.84
Capital Improvements Fund	248,529.20
Street Improvements Fund	280,597.49
Economic Development Fund	32,068.28
Police Sales Tax Fund	40,085.36
Fire Sales Tax Fund	40,085.36
2023 Capital Improvements Fund	320,682.84
Total Sales Taxes Collected	<u>\$ 2,565,462.75</u>

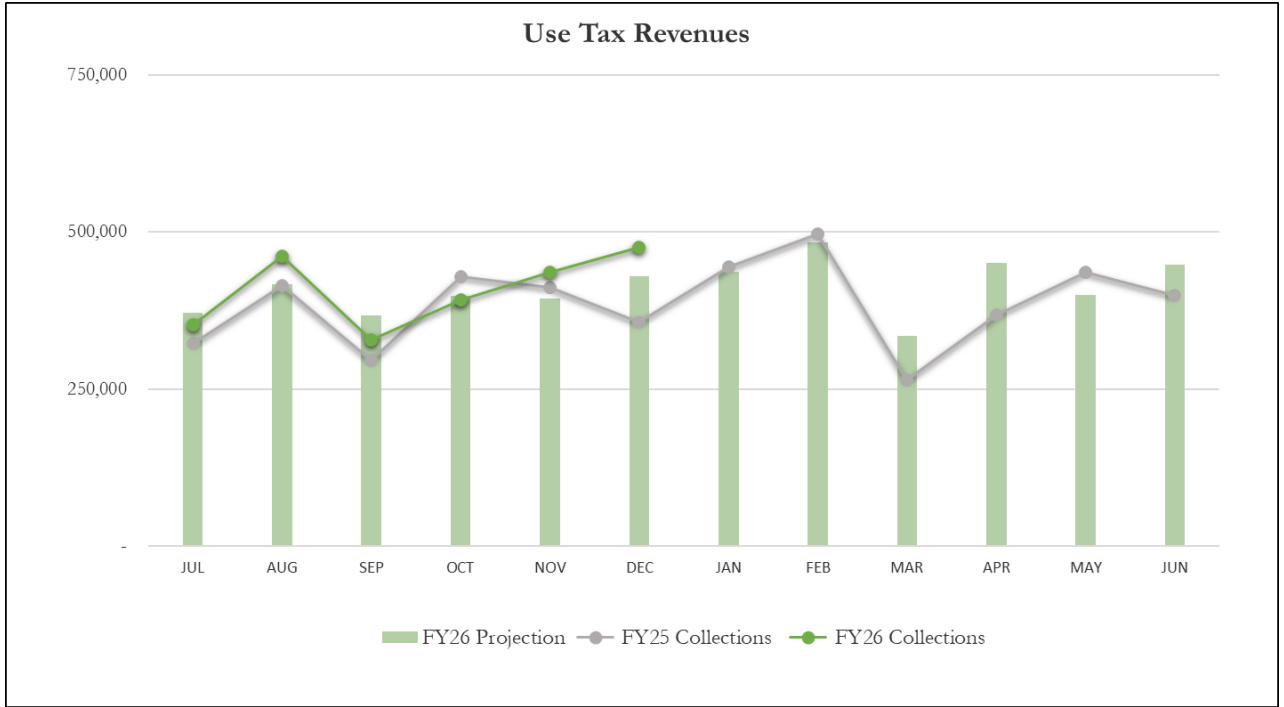
- Finance Department Report - Sales and use tax collections totaled \$3,041,196.05 for December 2025. Sales tax projections are based on an average for the most recent three years of sales tax history. For the year, sales tax collections are down \$3,242 or 0.13%, below the projected budget year-to-date, across 8 funds. Use tax collections are up \$45,716 or 10.63% above the projected budget year-to-date.

○ Fiscal Year 2026 Sales Tax Collections and Performance:



	<u>Projected Budget</u>	<u>Actual</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts - December 2025	\$ 2,568,705	\$ 2,565,463	\$ (3,242)	-0.13%
Sales Tax Receipts (year-to-date):	\$ 15,393,894	\$ 15,504,950	\$ 111,055	0.72%
	<u>December 2024</u>	<u>December 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 2,492,297	\$ 2,694,541	\$ 202,245	8.11%
	<u>Year To Date FY 2024</u>	<u>Year To Date FY 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 15,669,274	\$ 15,504,950	\$ (164,324)	-1.05%

○ Fiscal Year 2026 Use Tax Collections and Performance:



	<u>Projected Budget</u>	<u>Actual</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Use Tax Receipts - December 2025	\$ 430,017	\$ 475,733	\$ 45,716	10.63%
Uses Tax Receipts (year-to-date):	\$ 2,379,319	\$ 2,444,320	\$ 65,000	2.73%
	<u>December 2024</u>	<u>December 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Use Tax Receipts (vs Prior Year):	\$ 376,237	\$ 356,660	\$ (19,577)	-5.20%
	<u>Year To Date FY 2024</u>	<u>Year To Date FY 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Use Tax Receipts (vs Prior Year):	\$ 2,229,932	\$ 2,444,320	\$ 214,388	9.61%

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

General Fund Projections (year-to-date)

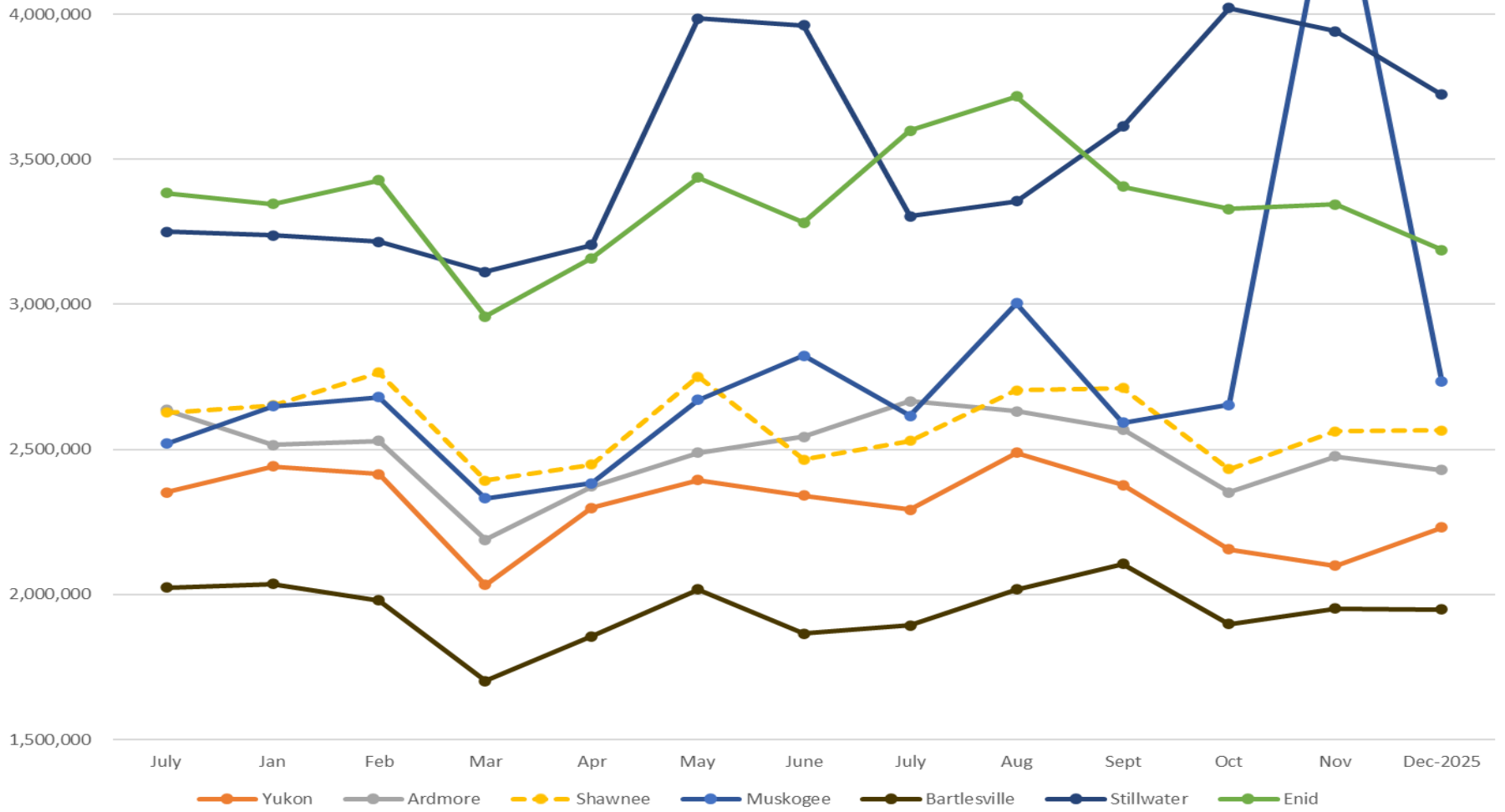
Sales Tax Above/(Below) Projections:	\$	57,149
Use Tax Above/(Below) Projections:	\$	65,000

Appropriated:

Total Appropriated	\$	-
---------------------------	----	---

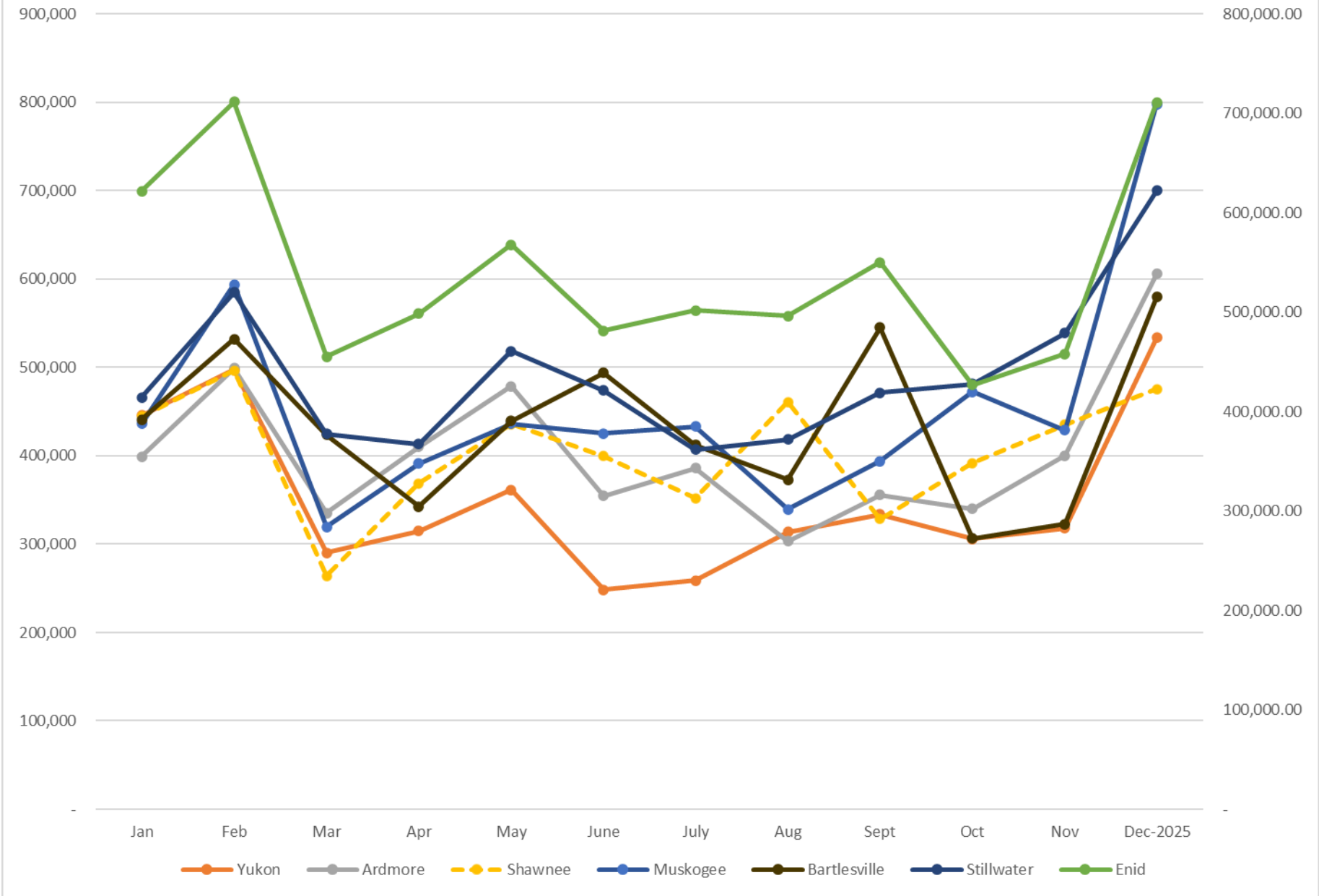
Total Unappropriated:	\$	122,149
------------------------------	----	---------

Sales Tax Collections Comparison



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

Use Tax Collections Comparison



Year over Year Sales Tax Growth by Month

