

BOARD OF CITY COMMISSIONERS PROCEEDINGS

DECEMBER 15, 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, December 15, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Friday, December 12, 2025, at 4:34 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.

Mr. John Bobb-Semple spoke during Citizens Participation.

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.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Odneal, to approve Consent Agenda Item Nos. 2(a-i). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

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

Animal Control Officer Trel Meyers introduced Lisa, an approximately seven-to-eight (7-8) month-old female lab.

4. Presentation of the Fiscal Year 2023-2024 Annual Comprehensive Financial Report and Single Audit Report.

Mr. Kency Duarte with Arledge & Associates gave a presentation regarding the 2023-2024 Annual Comprehensive Financial Report and Single Audit Report.

5. Shawnee Forward Presentation.

Crystal Romanyszyn, Shawnee Forward President & CEO, provided a Shawnee Forward Presentation. Topics discussed included:

- Economic Development Pipeline
- Retail Recruitment Strategy
- Highlights of Past Year

6. Presentation of the Safe Streets for All (SS4A) Project.

Interim Community Development Director Petya Stefanoff introduced a video presentation by Halley Reeves with the University of Oklahoma. Topics discussed included:

- Safe Streets for All
- General Flow
- Existing Transportation Plans
- Community Engagement Plan
- Events Recap
- Responses So Far
- Website Walk Through
- Complete Survey

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

Interim Community Development Director Petya Stefanoff stated that the owner and applicant are requesting to rezone the property to develop multifamily housing. The Planning Commission and Staff recommend denial.

Mayor Stephens declared a public hearing in session to consider 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). No one appeared in favor of or against the rezoning. The public hearing was closed.

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

Discussion was held between the Commission and Staff.

No action was taken.

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

Interim Community Development Director Petya Stefanoff stated that the owner and applicant are requesting to rezone the property to rebuild the structures with the intent to sell them to interested businesses. The Planning Commission and Staff recommend approval.

Mayor Stephens declared a public hearing in session to consider 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). Mr. Paul Bass appeared in favor of the rezoning. No one appeared against the rezoning. The public hearing was closed.

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

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

Ordinance No. 2822NS 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 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.

Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

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

Interim Community Development Director Petya Stefanoff stated the owner and applicant are requesting to rezone the property to turn the existing building into a virtual gaming studio, specifically for virtual golfing. The Planning Commission recommended approval. Staff recommend denial.

Mayor Stephens declared a public hearing in session to consider 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). Mr. Kenneth Gober and Mr. Sam Ehtisham appeared in favor of the rezoning. No one appeared against the rezoning. The public hearing was closed.

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

Discussion was held between the Commission and Staff.

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

Ordinance No. 2823NS 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: THOMPSON HEIGHTS BLOCK 5 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.

Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

13. Consider Bid(s):

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

Director of Engineering Seth Barkhimer announced that three (3) bids were received. Staff recommends awarding the Base Bid and Add Alternate No. 2 to Jordan Contractors, LLC, of Tecumseh, Oklahoma, for the total amount of Two Million Ninety-Four Thousand Sixty Dollars (\$2,094,060.00).

A motion was made by Commissioner Sehorn, seconded by Vice Mayor Matthews, to award the Shawnee Sewer Bursting FY 26, Project No. 25-119, to Jordan Contractors, LLC in the amount of Two Million Ninety-Four Thousand Sixty Dollars (\$2,094,060.00), which includes the Base Bid and Add Alternate No. 2. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

14. Acknowledge Monthly Sales Tax Report.

City Manager Mark Simpson reported sales tax collections are down Three Thousand Two Hundred Forty-Two Dollars (\$3,242.00) or Zero Point One Three Percent (0.13%), below the projected budget year-to-date. She stated that use tax collections are up Forty-Five Thousand Seven Hundred Sixteen Dollars (\$45,716.00) or Ten Point Six Three Percent (10.63%), above the projected budget year-to-date.

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

There was no new business.

16. Commissioners Comments

The Commission wished everyone a Merry Christmas and happy holiday season. They also asked everyone to shop local.

Vice Mayor Matthews commented on the Shop With a Cop event and the Christmas parade.

Commissioner Shuler commented on Winter Wonderland.

Commissioner Odneal commented on the Shawnee Forward and Safe Streets for All presentations.

Mayor Stephens commented on the Christmas parade and Winter Wonderland.

Commissioner Sehorn commented on economic development, the budget, and the Christmas parade.

Commissioner Richter commented on the Safe Streets for All survey.

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.

City Attorney Joe Vorndran provided a Staff report. Staff recommend no action on this item. He stated when information is provided, Staff will call for an executive session to disclose that information.

No action was taken.

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

No action was taken.

19. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:25 p.m.)



ERIC STEPHENS, MAYOR

ATTEST:



LISA LASZYONE, MMC
CITY CLERK