

**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