

# AMENDED

AGENDA  
BOARD OF CITY COMMISSIONERS  
FEBRUARY 9, 2026 AT 6:00 PM  
RESCHEDULED FROM FEBRUARY 17, 2026 AT 6:00 P.M.  
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 January 20, 2026, regular meeting.

- b. Acknowledge the following minutes and reports:

- Planning Commission Minutes from the January 7, 2026, regular meeting.
- Shawnee Beautification, Parks, and Recreation Committee Minutes from the November 20, 2025, regular meeting.
- License Payment Report for January 2026.

- Project Payment Report for January 2026.
- c. Budget amendments for Fiscal Year 2025 – 2026:
- Fund 001 - General Fund - To fund an increase to purchase property at 302 South Beard Street.
  - Fund 102 - 911 Management Fund - To appropriate monies received for a refund for 911 Dispatch telephones transferred into Telephone account line for expenditures in FY26.
  - Fund 301 - Capital Improvement Fund - To appropriate monies received due to change order in January 2025 for a Squad Rescue Apparatus replacement transferred to Capital Improvement - Equipment, for up-fitting of the new Engine 1, expenditures in FY26.
  - Fund 301 - Capital Improvement Fund - To appropriate sale of property monies to be used for the vehicle purchase in Capital Outlay for the Police Department expenditures in FY26.
  - Fund 350 - Aquatic Center - To appropriate monies from Recreation to Aquatic Center to reimburse salaries for the Aquatic Center expenditures in FY26.
  - Fund 603 - Insurance Recovery - To appropriate monies received for damage to the Police Department Facility to transfer into Buildings Materials & Supplies to repair the damages for expenditures in FY26.
  - Fund 706 - Donations - To fund an increase by adding additional funding for the Fire Suppression account.
- d. Confirm and approve the City Manager's hiring of Petya Stefanoff as the City's Community Development Director.
- e. Acknowledge the transfer of Pottawatomie County Local Emergency Planning Committee (LEPC) Funds.
- f. Approval of an agreement with Musco Sports Lighting, LLC for the installation of arena lighting at the Heart of Oklahoma Exposition Center, Sourcewell Contract Number 041123-MSL.
3. Presentation of the Pet of the Month by Animal Control.

4. Consideration of a resolution calling and providing for the holding of nonpartisan general and general runoff elections in the City of Shawnee, Oklahoma for the purpose of nominating and electing candidates for offices of City Commissioner of the First Ward, City Commissioner of the Fifth Ward, and City Commissioner of the Sixth Ward; establishing a filing period and qualifications for such offices; designating the manner of electing the various city offices named herein; providing for said elections to be conducted by the Pottawatomie County Election Board; and providing for voting by absentee ballot.
5. Consideration of an ordinance to rezone the property addressed as 1402 East Independence Street from C-1 (Local Commercial District) to R-3 (High Density Residential District).  
Case No. RZ08-25 | Applicant: Jerry Roca and Landes Engineering  
(*Deferred from January 20, 2026, City Commission Meeting.*)
6. Consideration of a request for a Preliminary Plat for Barton Industrial Park, located near Highway 177 and American Way.  
Case No. PL02-25 | Applicant: Indaco Metals c/o TAP Architects
7. Public hearing for an amendment to the City of Shawnee Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2026-2030, encompassing multiple changes.
8. Consideration of the amendment to the City of Shawnee Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2026-2030, encompassing multiple changes.
9. Consideration of the following Budget Amendments regarding the City of Shawnee's Capital Improvement Plan (CIP) for Fiscal Years 2026 - 2030.
  - a. Fund 301 - Capital Improvement Fund - Updating the cost to the actual cost of Street Fleet Replacement - Tandem in the Capital Improvement Fund.
  - b. Fund 301 - Capital Improvement Fund - Updating the cost to actual cost for Traffic Fleet Replacement - Bucket Truck in Capital Improvement Fund.
10. Acknowledge Monthly Sales Tax Reports.
11. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)

12. Commissioners Comments

13. 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

JANUARY 20, 2026 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 Tuesday, January 20, 2026, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, January 15, 2026, at 3:58 PM. Mayor Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens

Mayor

Absent

Commissioner Ward 1 - Vice Mayor

Greta Madson

Commissioner Ward 2

Chris Odneal

Commissioner Ward 3

Absent

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: Daniel Matthews, 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. Glenn Peck spoke during Citizens Participation.

COMMISSIONER FICHTNER ARRIVED AT 6:04 P.M.

Mr. Clif Harden spoke during Citizens Participation.

2. Consider approval of Consent Agenda:

- a. Minutes from the December 15, 2025, regular meeting.
  
- b. Acknowledge the following minutes and reports:
  - Planning Commission Minutes from the December 3, 2025, regular meeting.
  
  - License Payment Report for December 2025.
  
  - Project Payment Report for December 2025.
  
- c. Budget amendments for Fiscal Year 2025 – 2026:
  - Fund 001 - General Fund - To fund and increase by adding additional funding for the Code Enforcement Demolition account.
  
  - Fund 303 - 2018 Capital Improvement Fund - To appropriate monies for the purchase of an E-One Rescue Pumper that was transferred into Fund 301 and should be in Fund 303 for the Fire Department's expenditures in FY26.
  
- d. Lake Lease Transfer:
  - Eckel Tract Lot 10, 15111 Eckel Rd  
From: Frank and Mary Sims  
To: FPS Twin Lake, LLC

- e. Acknowledgment of Change Order No. 1 for Fire Station No. 3.
- f. Confirm and approve the City Manager's hiring of Kacie Eck as the City's Director of Utility Billing and Court Administration.
- g. Confirm and approve the City Manager's hiring of Kevin Moore as the City's Director of Building and Engineering Services.
- h. Confirm and approve the City Manager's hiring of Bradley Schmidt as the City's Director of Public Works.
- i. Acceptance of Utility Easement Agreement for the Grove Phase II project within Section 6 Township 10 North, Range 4 East.

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

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

NAY: None

ABSTAIN: None

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

There was no pet of the month.

4. Consideration to reschedule the February 17, 2026, Regular Meetings of the Board of City Commissioner, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority.

Discussion was held among the Commission regarding the February 17, 2026, meeting.

A motion was made by Mayor Stephens, seconded by Commissioner Fichtner, to reschedule the February 17, 2026, Regular Meetings of the Board of City

Commissioners, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority to February 9, 2026.  
Motion carried 6-0-0.

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

5. Consideration of a request for a Preliminary Plat for Northcreek Villas, a replat of Northcreek Manor.  
Case No. PPL04-25 | Applicant: Paul Bass and Landes Engineering

Interim Community Development Director Petya Stefanoff stated that the area is a re-plat that separates the newly-zoned C-2 section from the R-3, as well as splits that commercially-zoned area into a north and south tract. The Planning Commission and Staff recommend approval.

A motion was made by Commissioner Sehorn, seconded by Commissioner Richter, to approve a request for a Preliminary Plat for Northcreek Villas, a replat of Northcreek Manor. Motion carried 6-0-0.

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

6. Consideration of a request for a Final Plat for Northcreek Villas, a replat of Northcreek Manor.  
Case No. FPL04-25 | Applicant: Paul Bass and Landes Engineering

Interim Community Development Director Petya Stefanoff stated that the area is a re-plat that separates the newly-zoned C-2 section from the R-3, as well as splits that commercially-zoned area into a north and south tract. The Planning Commission and Staff recommend approval.

A motion was made by Commissioner Sehorn, seconded by Commissioner Fichtner, to approve a request for a Final Plat for Northcreek Villas, a replat of Northcreek Manor. Motion carried 6-0-0.

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

7. Public hearing of a request to rezone the property addressed as 1402 East Independence Street from C-1 (Local Commercial District) to R-3 (High Density Residential District).

Case No. RZ08-25 | Applicant: Jerry Roca and Landes Engineering

Interim Community Development Director Petya Stefanoff stated the owner and applicant are requesting to rezone this property from C-1 (Local Commercial District) to R-3 (High Density Residential District) to allow for apartments. The Planning Commission and Staff recommended approval.

Mayor Stephens declared a public hearing in session to consider a request to rezone the property addressed as 1402 East Independence Street from C-1 (Local Commercial District) to R-3 (High Density Residential District). Mr. Jerry Roca appeared in favor of the request. Ms. Gayle Hucks, Mr. Jacob Borgsmiller, Mr. Jason Gates, and Mr. Rob Morris appeared against the request. The public hearing was closed.

8. Consideration of an ordinance to rezone the property addressed as 1402 East Independence Street from C-1 (Local Commercial District) to R-3 (High Density Residential District).

Case No. RZ08-25 | Applicant: Jerry Roca and Landes Engineering

Interim Community Development Director Petya Stefanoff stated that the Planning Commission and Staff recommended approval. Discussion was held between the Commission and Staff.

A motion was made by Mayor Stephens, seconded by Commissioner Fichtner, to defer the item to the February 9, 2026, Rescheduled City Commission Meeting. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

9. Public hearing of a request to rezone a portion of the property addressed as 4731 North Union Avenue from R-3 (High Density Residential District) to C-2 (Regional Commercial District).

Case No. RZ09-25 | Applicant: Union Street Condominiums, LLC c/o Johnson & Associates

Interim Community Development Director Petya Stefanoff states that the owner and applicant are requesting to rezone the property from R-3 (High Density Residential District) to C-2 (Regional Commercial District) to allow for personal

storage/self-storage facilities. The Planning Commission and Staff recommended approval.

Mayor Stephens declared a public hearing in session to consider a request to rezone the property addressed as 4731 North Union Avenue from R-3 (High Density Residential District) to C-2 (Regional Commercial District). Mr. Mitchell Moore appeared in favor of the request. No one appeared against the request. The public hearing was closed.

10. Consideration of an ordinance to rezone a portion of the property addressed as 4731 North Union Avenue from R-3 (High Density Residential District) to C-2 (Regional Commercial District).

Case No. RZ09-25 | Applicant: Union Street Condominiums, LLC c/o Johnson & Associates

Interim Community Development Director Petya Stefanoff stated that the Planning Commission and Staff recommended approval.

A motion was made by Commissioner Odneal, seconded by Commissioner Shuler, to deny the request to rezone a portion of the property addressed as 4731 North Union Avenue from R-3 (High Density Residential District) to C-2 (Regional Commercial District). Motion carried 5-1-0.

AYE: Odneal, Shuler, Stephens, Fichtner, Sehorn

NAY: Richter

ABSTAIN: None

11. Consider Bid(s):

a. Shawnee Twin Lakes Dam #1 - Rehabilitation Project

Director of Engineering Seth Barkhimer announced that five (5) bids were received. Staff recommends awarding the Base Bid to LandShape, LLC, of Amber, Oklahoma, for the total amount of Four Hundred Fifteen Thousand Eight Hundred Dollars (\$415,800.00).

A motion was made by Commissioner Sehorn, seconded by Commissioner Fichtner, to award the Shawnee Twin Lakes Dam #1 - Rehabilitation Project to LandShape, LLC in the amount of Four Hundred Fifteen Thousand Eight Hundred Dollars (\$415,800.00). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

## 12. Acknowledge Monthly Sales Tax Report.

Finance Director Kimberly Hoover reported sales tax collections are down One Hundred Ten Thousand Seven Hundred Twenty-Six Dollars (\$110,726.00) or Four Point Zero Six Percent (4.06%), below the projected budget year-to-date. She stated that use tax collections are down Two Thousand Four Hundred Fifty-Eight Dollars (\$2,458.00) or Zero Point Five-Six Percent (0.56%), below the projected budget year-to-date.

## 13. Administrative Report(s):

- a. Presentation of the Quarterly 2018 Half-Cent Sales Tax Quarterly Report - Seth Barkhimer, Assistant City Manager

Assistant City Manager Seth Barkhimer and Fire Chief James Kriwanek provided a presentation on the Quarterly 2018 Half-Cent Sales Tax Quarterly Report. Topics discussed included:

- 2018 Sales Tax Election
- Investment Updates

## 14. 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.

## 15. Commissioners Comments

The Commissioners commented on Assistant City Manager and Director of Engineering Seth Barkhimer's departure from the City.

Commissioner Odneal stated he was looking forward to the new year.

Commissioner Sehorn commented on sales tax.

Mayor Stephens thanked everyone that came out to speak.

**RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR  
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE**

MUNICIPAL AUTHORITY (6:50 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (6:52 P.M.)

16. 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.

A motion was made by Commissioner Fichtner, seconded by Commissioner Shuler, 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 Pottawatomie County Case No. CJ-2023-468 relating to the Fairview Mausoleum. Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 6:53 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 8:07 P.M. WITH ALL MEMBERS PRESENT.

17. 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 taken.

18. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:09 p.m.)

\_\_\_\_\_  
ERIC STEPHENS, MAYOR

ATTEST:

\_\_\_\_\_  
LISA LASYONE, MMC  
CITY CLERK

# PLANNING COMMISSION MINUTES

DATE: January 7, 2026

## MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on January 7, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Barrett called the meeting to order at **1:31 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Porter, Barrett, Hayes, Johnson, Burrell

Absent: Alexander, Reese

Vacant:

### **Item 1. Consideration of approval of the minutes from the regular meeting on December 3, 2025.**

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

Motion **passed 5-0-0.**

Aye: Porter, Barrett, Hayes, Johnson, Burrell

Nay: None

Abstain: None

### **Item 2. Consideration of a request for a Preliminary Plat for Northcreek Villas, a replat of Northcreek Manor. Case No. PPL04-25 | Applicant: Paul Bass and Landes Engineering**

City Planner Diana Hood presents the staff report and asks if there are any questions for staff. Seeing none, Chair Barrett asks for any Commissioner Comments or a motion.

Commissioner Porter made a motion to recommend **APPROVAL** of **Case No. PPL04-25**, which Commissioner Johnson seconded.

Motion **passes 5-0-0**

Aye: Porter, Barrett, Hayes, Johnson, Burrell

Nay: None

Abstain: None

### **Item 3. Consideration of a request for a Final Plat for Northcreek Villas, a replat of Northcreek Manor. Case No. FPL04-25 | Applicant: Paul Bass and Landes Engineering**

City Planner Diana Hood presents the staff report and asks if there are any questions for staff. Seeing none, Chair Barrett asks for a motion.

Commissioner Johnson made a motion to recommend **APPROVAL** of **Case No. FPL04-25**, which Commissioner Hayes seconded.

Motion **passes 5-0-0**

Aye: Porter, Barrett, Hayes, Johnson, Burrell

Nay: None

Abstain: None

### **Item 4. Public Hearing and Consideration of a request to Rezone the property addressed as 1402 E Independence Street from C-1 (Local Commercial) to R-3 (High Density Residential) with the intent to renovate the existing building to accommodate affordable housing. Case No. RZ08-25 | Applicant: Jerry Roca & Landes Engineering**

City Planner Diana Hood presents the staff report and asks if there are any questions for staff. Commissioner Burrell asks for further clarification on the surrounding zoning. Seeing no further questions for staff, Chair Barrett opens the public hearing and asks if there is anyone present in attendance who wishes to speak.

Gayle Hucks approaches the podium, and she explains that she lives on the property directly adjacent to the subject property. She states that she has lived there for over 20 years, and has watched the building fall into disrepair and lay vacant. She voices concerns about the integrity of the building and opposes having apartments with approximately 30 residents in what she equates to her backyard. She questions the validity of the application and as well as the efficacy of the Public Notices that were distributed.

Next, Jake Borgsmiller approaches and identifies himself as the property owner directly to the north. He questions the building's compliance with zoning setbacks, the fence's compliance as a screening device, and the traffic impact the development will have. He also claims that the Public Notice was insufficient and suggests that there is an additional State Statute that requires a 30-day notice period with a quarter-mile radius that was not observed. He states that he has not observed a sign on the property. He continues to say that he does not oppose the zoning itself, but has major concerns regarding the building.

Chair Barrett asks if there is anyone in the audience who wishes to speak in favor of the item. Jerry Roca, the applicant, approaches and explains that he has done work of a similar nature in Oklahoma City and Tulsa. He clarifies that he has previously met with staff to ensure that the development can meet all code requirements, and states that there has been significant investment into the building and they are working towards bringing the structure up to current Building and Fire safety codes. He clarifies that most of the units are one-bedroom, and asserts his commitment to making sure the neighbor's privacy is respected.

Chair Barrett asks if there is anyone else wishing to speak on the item, in favor or in opposition. Seeing none, Chair Barrett closes the public hearing.

Commissioner Porter asks staff to clarify on the Public Notice comment that was raised during the public hearing. Ms. Hood responds that the statutory requirement is for 20 days from the public hearing, which is legally considered to be the public hearing at the City Commission meeting. Staff has made it a practice to send out public notice at least 15 days before the hearing at Planning Commission to ensure this requirement is met. She continues to state that the mailing list is provided by the applicant, and letters are sent to the owners of properties within 300 feet of the subject property. Furthermore, a notice was posted in the County Democrat weekly newspaper. Ms. Hood continues, stating that staff posted a sign at the property, but cannot testify to its integrity after being subjected to the elements for several weeks.

Commissioner Burrell asks about the referenced statute requiring 30 days notice with a larger notice radius. Ms. Hood responds that she has never heard of such statute and would need to review it personally. Commissioner Burrell asks about the concern about the application's validity that was brought up during the public hearing, and Ms. Hood responds that it is not a large enough discrepancy to dismiss the application. The abbreviation "UC" listed on the application as the current use is a common way to say "Unoccupied Commercial."

Seeing no further questions for staff, Chair Barrett calls for discussion and/or a motion.

Commissioner Burrell moves to **APPROVE** Case No. **RZ08-25** as presented, and Chair Barrett seconds. Motion **passes 4-1-0**.

Aye: Barrett, Hayes, Johnson, Burrell

Nay: Porter

Abstain: None

**Item 5. Public Hearing and Consideration of a request to Rezone a portion of the property at 4731 N Union Ave from R-3 (High Density Residential) to C-2 (Regional Commercial) for Personal Storage facilities. Case No. RZ09-25 | Applicant: Union Street Condominiums, LLC c/o Johnson & Associates**

Ms. Hood presents the staff report and asks if there are any questions for staff. Seeing none, Chair Barrett opens the public hearing.

Jessica Bloye, present on behalf of the applicant, echoes the request and states that she can answer any questions the Commission may have.

With no questions for Ms. Bloye, Chair Barrett asks if there is anyone else in attendance wishing to speak on the item.

Seeing none, Chair Barrett closes the public hearing and calls for discussion and a motion.

Vice Chair Johnson moves to **APPROVE** Case No. **RZ09-25** as presented, and Commissioner Burrell seconds.

Motion **passes 5-0-0**

Aye: Porter, Barrett, Hayes, Johnson, Burrell

Nay: None

Abstain: None

## **Item 6. Community Development Department Update**

Interim Community Development Director Petya Stefanoff, to follow up on the item brought up last month, states that a series of walk audits will be scheduled to occur monthly. She anticipates that the schedule will be posted to the city website by the end of the week. She continues, saying that the walk audits are not only for the public, but for staff and appointed commissioners as well to connect the people with their appointed representatives.

Mrs. Stefanoff also asks if the Commissioners would like any changes to the format of the staff report, or additional types of information to assist in the deciding process. Commissioner Porter notes that it may be helpful on rezoning cases to have a copy of the section of code comparing the different zoning districts.

## **Item 7. Planning Commissioners' Comments**

Commissioner Burrell noted that the Shawnee Theater will be putting on a production soon.

Chair Barrett commented that he lives in the area near the subject property on agenda item number four, and that while he understands the concerns of the neighborhood, he has observed that building fall into disrepair and neglect. He continues to say that just about any kind of development for the building would increase the property's value and the value of other nearby properties by having the building be renovated and in use again.

Vice Chair Johnson adds that the Planning Commission's responsibility is to evaluate the how appropriate the requested zoning is for the area, which has very little to do with the existing structures or proposed work.

Commissioner Porter notes that he voted against agenda item number four because the proposed project did not seem well thought out, and states that he disagrees with the idea that proposed work has no bearing on a requested zoning.

Vice Chair Johnson clarifies that she was referring to the fact that the City has its own standards and enforces safety and code compliance through the permitting process.

Chair Barrett adds that the Planning Commission is fundamentally an advisory board, and the role of the Commission is to evaluate proposals on a case-by-case basis when the municipal code offers no other relief or recourse. He continues, saying that the City's Building Inspector is a very dedicated individual and that Health and Safety is always the first priority.

Mrs. Petya Stefanoff advises the Commission that they have the ability to table an item and request the applicant provide more information regarding how traffic, water drainage, or other concerns will be handled.

Item 8. Adjournment

The meeting adjourned at 2:22 p.m.

John W. Bennett

Chair/Vice-Chair

Debra J. Smith

Interim Community Development Director

4 Feb 2026

Date

2-4-26

Date

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

NOVEMBER 20, 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 November 20, 2025 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 10:24 A.M. on November 19, 2025. Vice Chairperson Lankford presided and called the meeting to order. Upon roll call, the following members were in attendance.

Vacant  
Chairperson

Sherry Lankford  
Vice Chairperson

Absent  
Committee Member

Absent  
Committee Member

Sue Nelson  
Committee Member

Chris Johnston  
Committee Member

Absent  
Commissioner/Committee Member

Joseph Szczepanski  
Committee Member

ABSENT: Kerri Keck, Raymond Lutomski, and  
Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Welcome and Introduction of Newly Appointed Board Member.

Mr. Joseph Szczepanski was sworn in before the meeting to ensure enough members were present to have a quorum. Mr. Szczepanski introduced himself to the committee and gave little information about himself.

2. Consideration of approval of the Minutes from the October 16, 2025 regular meeting.

A motion to approve the October 16, 2025 minutes was made by Chris Johnston. A 2nd was made by Sue Nelson. Motion carried 4-0.  
Aye: Sherry Lankford, Sue Nelson, Chris Johnston, and Joseph Szczepanski.  
Nay: None

3. Acknowledgment of Kerri Foster as the Newly Appointed Parks and Recreation Director.

Kerri spoke about her new position and gave a brief explanation of what her new role entails.

#### 4. Staff Reports

Mr. Lutomski attended the meeting at this time. 4:13 P.M.

1. Fall Fest was a great success with over 7,000 people in attendance.
2. Kane McElfresh introduced as the new Parks Grounds Supervisor.
3. Optimist splashpad has been completed. Other work is ongoing, and should be completed for Memorial Day 2026.

#### 5. Consideration of 2026 Calendar Year Schedule of regular meetings.

The committee discussed having meetings in different parks and possibly at the Senior Recreation Center, but due to meetings being presented live that is not possible. The committee accepted the 2026 calendar year schedule as is with a motion to approve being made by Sue Nelson. A 2nd was made by Chris Johnston. Motion carried 5-0.

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

Nay: None

#### 6. Discussion of Artwork Project.

Sue Nelson discussed her idea for the project and the committee decided to reach out to Gordon Cooper to see if they could possibly look at the design and give an approximate cost. This item will be on the December agenda to have further discussions.

#### 7. Consideration of Winter Workshop.

Kerri Foster let the group know she would be available to have a Winter Workshop to discuss what Parks and Recreation does and how the committee could help staff and the community. A Special Call meeting in February to meet with the committee was discussed. This item will be put on the December agenda to possibly finalize a date for the workshop.

8. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)

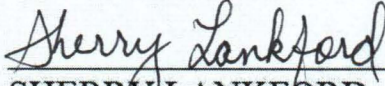
We had no citizens participation at this meeting.

9. Committee Comments

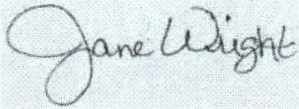
Committee members discussed Christmas decor downtown and the many Christmas activities happening. Everyone is excited about the different activities planned.

10. Adjournment

The meeting was adjourned at 4:54 P.M.

  
\_\_\_\_\_  
SHERRY LANKFORD  
VICE CHAIRPERSON

ATTEST:



\_\_\_\_\_  
JANE WRIGHT  
SECRETARY

# Entity Payment Report

01/01/2026 - 01/31/2026

Payment Date	Name	Payment Type	Receipt #	Payment Amount
1/30/2026	MEIER AND SON DEMOLITION, LLC	IBX CC	4975	75.00
1/29/2026	DACUS HEAT & AIR LLC	Check	4974	75.00
1/29/2026	need insurance - TLS GROUP INC	IBX CC	4973	100.00
1/29/2026	RESCORP	IBX CC	4972	75.00
1/27/2026	RELAJATE, LLC	IBX CC	4971	1,500.00
1/27/2026	HOBBY LOBBY #635	Check	4970	15.00
1/27/2026	DENALI PLUMBING	Check	4969	75.00
1/27/2026	STEVEN D WOTHERSPORN	Check	4968	15.00
1/27/2026	TIDAL WAVE MANAGEMENT LLC dba TIDAL WAVE AUTO SPA	IBX CC	4967	25.00
1/23/2026	Past due - CHRIS SKILLINGS	Check	4966	808.00
1/23/2026	GILDED PLUMBING	IBX CC	4965	100.00
1/22/2026	need insurance - PASCHAL HOME SERVICES	IBX CC	4964	75.00
1/22/2026	KELLY & JANITA DAVIS	Check	4963	824.00

1/21/2026	need inspection - GOLDEN WORLD BUFFET	Cash	4962	50.00
1/21/2026	AMPED PLUMBING	IBX CC	4961	75.00
1/20/2026	RED LOBSTER RESTAURANTS LLC LICENSING #0721	Check	4960	905.00
1/20/2026	G&S SIGN SERVICES	IBX CC	4959	75.00
1/20/2026	\$ - INTEGRITY PLUMBING DC	IBX CC	4958	100.00
1/20/2026	CRACKERBARR ELL OLD COUNTRY STORE INC.	Check	4957	450.00
1/20/2026	BOTTOMS UP LIQUOR	Check	4956	920.00
1/20/2026	SHAWNEE THEATRES LLC dba CINEMA CENTRE 8	Check	4955	905.00
1/20/2026	MARSH ELECTRIC LLC	Check	4954	75.00
1/15/2026	LINN'S PLUMBING, LLC	Check	4953	75.00
1/15/2026	LANE VALIENTE INDUSTIRES INC	IBX CC	4952	100.00
1/15/2026	HAROLD L AKE	Check	4951	824.00
1/14/2026	TIDAL WAVE CARWASH	IBX CC	4950	50.00
1/14/2026	MICHAEL DENNIS BALDUFF & MICHELE JEANETTE BALDUFF	Cash	4949	1,632.00

1/14/2026	NEWTON WALL COMPANY	Check	4948	15.00
1/14/2026	NEWTON WALL COMPANY	Check	4947	15.00
1/14/2026	WALL'S DIG	Check	4946	15.00
1/14/2026	WALL'S BARGIN CENTER	Check	4945	15.00
1/14/2026	NEWTON WALL COMPANY	Check	4944	15.00
1/14/2026	NEWTON WALL COMPANY	Check	4943	15.00
1/14/2026	ALLBEE THERE HEAD & aIR	IBX CC	4942	100.00
1/13/2026	need insurance - EFFINGER TREE & LAWN SERVICE	Check	4941	25.00
1/13/2026	EFFINGER TREE & LAWN SERVICE	Check	4940	25.00
1/13/2026	\$ - AGEE FAMILY TRUST	Check	4939	824.00
1/13/2026	POWERHOUSE RETAIL SERVICES LLC	IBX CC	4938	75.00
1/13/2026	STEVE'S ELECTRIC LLC	IBX CC	4937	100.00
1/13/2026	need insurance - WSM MEP, INC	IBX CC	4936	75.00
1/13/2026	need insurance - EXTREME ROOFING SOLUTIONS LLC	IBX CC	4935	75.00

1/13/2026	need insurance - A & T MECHANICAL HEAT & AIR SERVICES	IBX CC	4934	75.00
1/13/2026	405 FLASH ELECTRIC LLC dba RIGHT ON ELECTRIC LLC	IBX CC	4933	100.00
1/12/2026	ROBERT GILL	Cash	4932	824.00
1/12/2026	DOMINO #27	Check	4931	15.00
1/12/2026	DOMINO #23	Check	4930	15.00
1/8/2026	ARBOR TRANSPORT & CONSTRUCTIO N	IBX CC	4929	75.00
1/8/2026	CINDY & STEVEN H WOODS	Check	4928	808.00
1/8/2026	need insurance - FARMERS ELECTRIC	Check	4927	75.00
1/8/2026	\$ - ROBERTS AND SONS HVAC LLC	Check	4926	75.00
1/8/2026	need insurance - ADVANCED ELECTRIC INC	Check	4925	75.00
1/7/2026	needs inspection - HOPE PREGNANCY CENTER	IBX CC	4924	50.00
1/7/2026	need insurance - H & H ELECTRIC	Check	4923	75.00

1/6/2026	PHYSICAL THERAPY CENTRAL	IBX CC	4922	50.00
1/6/2026	DAVID NEWMAN	Cash	4921	25.00
1/6/2026	need insurance - D OWEN CONSTRUCTIO N	IBX CC	4920	100.00
1/6/2026	needs inspection - HD AUTOMOTIVE LLC	Check	4919	50.00
1/5/2026	METROPLEX ELECTRIC	IBX CC	4918	100.00
1/5/2026	PRO ELECTRICAL SERVICES	IBX CC	4917	100.00
1/5/2026	need inspection - SWEET SOUTHERN SWANK BOUTIQUE LLC	IBX CC	4916	50.00
1/5/2026	JONES AIR CONDITIONIN G AND HEATING SERVICES	IBX CC	4915	75.00
1/5/2026	need insurance - QUALITY LAWN & TURF CONTROL	Check	4914	25.00
1/5/2026	BEDWELLS TREE SERVICE	Check	4913	25.00
1/5/2026	need insurance - NAUTICAL MECHANICAL	IBX CC	4912	75.00

1/5/2026	need insurance - HASBEL PEST CONTROL	Cash	4911	25.00
				<b>14,349.00</b>

**Total Records: 65**

# Monthly - City Clerk

01/01/2026 - 01/31/2026

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20260096	1/30/2026	F - Fire Suppression	201 E 45TH ST	FOREST BRADEN	FIRE SUPPERSION SYSTEM	0	468	\$113.86
20260095	1/30/2026	F - Operational Permit	1700 W INDEPENDENCE ST	OUTLAW MOTORSPORTS	RACING	0	0	\$50.00
20260094	1/30/2026	B - Commercial - Remodel	1445 N KICKAPOO AVE	ABNEY PAINTING	REMODEL	2,300	0	\$29.50
20260093	1/30/2026	F - Operational Permit	1700 W INDEPENDENCE ST	OUTLAW MOTORSPORTS	RACING	0	0	\$50.00
20260092	1/30/2026	O - Paving Cut and Boring	1901 W MACARTHUR	DOBSON FIBER	BORE	0	0	
20260091	1/29/2026	O - Paving Cut and Boring	2700 N KICKAPOO	DOBSON FIBER	BORE	0	0	
20260090	1/29/2026	B - Accessory Structure	1903 KATIE RD	JAKE GOODSON	NEW CONSTRUCTION	99,000	2,800	\$599.50
20260089	1/29/2026	B - Residential New	1903 KATIE RD	JAKE GOODSON	NEW CONSTRUCTION	#####	7,476	\$2,943.15
20260088	1/29/2026		14012 TRANSPORTATION PKWY			0	0	

20260087	1/29/2026	E - Electrical	41600 WOLVERINE RD	GUERRERO ELECTRICAL SERVICE	MISCELLANEO US	0	0	\$54.50
20260086	1/29/2026	F - Fire Suppression	14013 TRANSPORTA TION PARKWAY	ALLIANCE FIRE PROTECTION	NEW INSTALL	102,000	63,004	\$1,364.58
20260085	1/28/2026	F - Burn	3010 N BELL AVE	Scott Timmons	BURN PERMIT	0	0	\$29.50
20260084	1/28/2026	B - Solar Panels	1009 N PARK	ARIZONA SOLAR SOULTIONS DBA SUNTRIA	SOLAR	61,515	651	\$142.84
20260083	1/28/2026	E - Electrical	1009 N PARK	ARIZONA SOLAR SOLUTIONS DBA SUNTRIA	SOLAR	0	0	\$54.50
20260082	1/27/2026	F - Burn	1414 E MACARTHUR	DEREK HOLLAND	BURN PERMIT	0	0	\$29.50
20260081	1/27/2026	B - Residential New	505 BLUE BIRD LN	BRYAN LITTLE	NEW CONSTRUCTIO N	275,000	2,614	\$1,539.98
20260080	1/27/2026	PC - Minor Subdivision	606 S KICKAPOO	Rose Rock Habitat for Humanity	Minor Subdivision	0	0	
20260079	1/27/2026	PC - Zoning Change		Landes Engineering on behalf of Dao and Cynthia Nguyen	Rezone R-1 to C-1	0	0	
20260078	1/27/2026	O - Sign	1607 N HARRISON	SIGN FACTORY	SIGN	4,939	16	\$50.00

20260077	1/27/2026	B - Residential New	211 OUTLANDER WAY	LILLEY SIGNATURE HOMES	NEW CONSTRUCTION	300,000	2,820	\$1,583.75
20260076	1/27/2026	M - Mechanical	4410 N CHAPMAN AVE	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$64.50
20260075	1/23/2026	F - Fire Alarm / Smoke	4734 N KICKAPOO	TIDAL WAVE	ALARM	0	0	\$100.00
20260074	1/23/2026	O - Chicken Permit	905 JEFFERSON CIR	JESSICA QUIRK	CHICKEN PERMIT	0	0	\$15.00
20260073	1/23/2026	E - Electrical	802 W MAIN ST	PASCHAL HOME SERVICES	NEW SERVICE	0	0	\$104.50
20260071	1/21/2026	O - Sign	4981 N HARRISON	G&S SIGN SERVICES	NEW INSTAL	5,000	182	\$50.00
20260070	1/21/2026	O - Sign	4981 N HARRISON	G&S SIGN SERVICES	NEW INSTALL	1,700	90	\$50.00
20260068	1/21/2026	O - Sign	4981 N HARRISON	G&S SIGN SERVICES	NEW INSTILATION	660	10	\$50.00
20260067	1/21/2026	O - Sign	4981 N HARRISON	G&S SIGN SERVICES	NEW	1,500	12	\$150.00
20260066	1/20/2026	P - Plumbing	201 E 45TH ST	GILDED PLUMBING	MISC	0	0	\$54.50
20260065	1/20/2026	B - Accessory Structure	2401 E HIGHLAND	SCISSORTAIL RENOVATIONS DBA KIAM CONST	NEW CONSTRUCTION	45,000	1,200	\$259.50
20260064	1/20/2026	M - Mechanical	41401 WOLVERINE RD	A & T MECHANICAL	NEW INSTALLATION	0	0	\$204.50
20260063	1/20/2026	E - Electrical	610 W HIGHLAND	ACOCK CLIMATE CONTROL	NEW SERVICE	0	0	\$104.50

20260061	1/20/2026	B - Commercial - Remodel	196 SHAWNEE MALL DR	WALKCON LTD	REMODEL	215,000	15,796	\$3,953.50
20260060	1/20/2026	B - Residential Remodel	1404 LAVERNE	CAMOUFLAGE ROOFING	REMODEL	22,104	0	\$54.50
20260059	1/20/2026	E - Electrical	1602 N HARRISON AVE	ABOVE ALL ELECTRICAL SOLUTIONS	NEW INSTALL	0	0	\$54.50
20260058	1/16/2026	O - Paving Cut and Boring	632 N KICKAPOO AVE	B & H CONSTRUCTION	STREET CUT	0	0	
20260057	1/15/2026	P - Plumbing	1814 E CHANDLER DR	ERIC'S PLUMBING	REMODEL	0	0	\$54.50
20260056	1/15/2026	O - Sign	14100 ACME RD	SPANKY'S MOBILE SERVICE	TEMPORARY SIGNS	0	0	
20260055	1/15/2026	B - Commercial - Remodel	1301 E INDEPENDENCE	ASPIRE EQUITY HOLDINGS	REMODEL	35,000	1,600	\$404.50
20260054	1/15/2026	M - Mechanical	4500 N KICKAPOO AVE	LANE VALENTE INDUSTRIES INC	REPLACEMENT OF HVAC	5,000	0	\$179.50
20260053	1/15/2026	E - Electrical	930 BUCK DR	MAYER SOLAR LLC	NEW INSTILATION	0	0	\$54.50
20260052	1/15/2026	B - Solar Panels	930 BUCK DR	MAYER SOLAR LLC	NEW INSTILATION	37,350	189	\$44.66
20260051	1/14/2026	B - Residential Remodel	1814 E CHANDLER DR	TAILORED ROOFING AND REMODELING, LLC	REMODEL	39,914	28	
20260050	1/14/2026	E - Electrical	1208 CHARLES DR	SHEPHERD ELECTRICAL	ADD ON	30,000	176	\$54.50

20260049	1/14/2026	B - Solar Panels	1208 CHARLES DR	SHEPHERD ELECTRICAL	ADD ON	30,000	176	\$41.90
20260048	1/14/2026	M - Mechanical	825 N LOUISA	ALLBE THERE HEAT AND AIR	HEAT AND AIR	0	0	\$54.50
20260047	1/13/2026	O - Paving Cut and Boring	6 E MACARTHUR ST	B & H CONSTRUCTION	BORING	0	0	
20260046	1/13/2026	P - Plumbing	711 N CLEVELAND	STANLEY PLUMBING	RESET	0	0	
20260045	1/13/2026	E - Electrical	188 SHAWNEE MALL DR	STEVE'S ELECTRIC	MISC ELECTRICAL	0	0	\$54.50
20260042	1/13/2026	O - Paving Cut and Boring	1125 W RIDGEWOOD	ACOCK CLIMATE CONTROL	STREET CUT	0	0	\$60.00
20260041	1/13/2026	M - Mechanical	4901 N KICKAPOO AVE	A & T MECHANICAL	CHANGE OUT	0	0	\$1,904.50
20260040	1/13/2026	E - Electrical	706 E GRANT	SPARK SHARK ELECTRIC	NEW SERVICE	0	0	\$104.50
20260039	1/12/2026	E - Electrical	410 W KIRK	ALL BOLT ELECTRIC, INC	REPLACE EXISTING	0	0	\$54.50
20260038	1/12/2026	M - Mechanical	706 E GRANT	NORTHWIND HEAT AND AIR INC	NEW INSTALLATION	0	0	\$54.50
20260037	1/12/2026	B - Roof Redeck	6 N GILPIN AVE	EXTREME ROOFING SOLUTIONS LLC	REMODEL	0	0	\$54.50
20260036	1/12/2026	F - Fire Alarm / Smoke Control	201 E 45TH ST	JOHNSON CONTROLS	NEW INSTALLATION	0	350	\$111.50

20260035	1/12/2026	P - Plumbing	201 HARDESTY DR	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$54.50
20260034	1/12/2026	O - Paving Cut and Boring	4306 BISON RD	B & H CONSTRUCTION	BORING & PAVING	0	0	
20260033	1/12/2026	O - Paving Cut and Boring		B & H CONSTRUCTION	ROAD BORE	0	0	
20260032	1/12/2026	O - Paving Cut and Boring	4601 PIGEON RUN	B & H CONSTRUCTION	NEW INSTALLATION	0	0	
20260031	1/12/2026	E - Electrical	201 E 45TH ST	405 FLASH ELECTRIC, LLC dba RIGHT ON ELECTRIC	REMODEL	0	0	\$54.50
20260030	1/12/2026	B - Solar Panels	1310 N PARK AVE	MAYER SOLAR LLC	NEW	6,000	315	\$71.44
20260029	1/12/2026	E - Electrical	1310 N PARK AVE	MAYER SOLAR LLC	NEW	0	0	\$54.50
20260028	1/9/2026	F - Burn	1 JOHN C BURTON DR #A	MARK SAUNDERS	BURN PERMIT	0	0	\$25.00
20260027	1/9/2026	O - Paving Cut and Boring	2702 N KICKAPOO	DOBSON FIBER	BORE	0	0	
20260026	1/8/2026	E - Paving / Grading		TAP ARCHITECTURE	PAVING & GRADING	#####	0	\$12,450.00
20260025	1/8/2026	O - Demolition and Moving	718 E MAIN	ARBOR TRANSPORT & CONSTRUCTION INC	ABATEMENT	0	0	
20260024	1/8/2026	P - Plumbing	123 E GEORGIA	DALE'S PLUMBING	REPLACE EXISTING	0	0	\$54.50

20260023	1/8/2026	E - Electrical	6 E MORGAN ST	MAYER SOLAR	NEW INSTILATION	0	0	\$54.50
20260022	1/8/2026	B - Commercial - Remodel	11 W 45TH ST SUITE 300	JRDN LLC	TENANT FINISH OUT	80,000	1,732	\$437.50
20260021	1/8/2026	B - Solar Panels	6 E MORGAN ST	MAYER SOLAR	NEW INSTILATION	5,810	294	\$66.98
20260020	1/8/2026	O - Paving Cut and Boring	602 S BEARD AVE	DOBSON FIBER	BORE	0	0	
20260019	1/7/2026	B - Residential New	1413 MEDINAH DR	CODY LILLY	NEW CONSTRUCTION	500,000	5,742	\$2,264.68
20260018	1/7/2026	P - Plumbing	11 W 45TH ST UNIT 200	IN AND OUT PLUMBING	NEW INSTALLATION	0	0	\$54.50
20260017	1/7/2026	P - Plumbing	11 W 45TH ST UNIT 100	IN AND OUT PLUMBING	NEW INSTALLATION	0	0	\$54.50
20260016	1/7/2026	P - Plumbing	13 W 45TH ST SUITE 100	IN AND OUT PLUMBING	NEW INSTALLATION	0	0	\$54.50
20260015	1/7/2026	E - Electrical	2033 N KICKAPOO	CMT ELECTRIC	NEW INSTALLATION	0	0	\$54.50
20260014	1/7/2026	P - Plumbing	801 N LEO LOT 50	STANFIELD PLUMBING	MOBILE HOME HOOK-UP	0	0	\$54.50
20260013	1/7/2026	P - Plumbing	801 N LEO LOT 45	STANFIELD PLUMBING	MOBILE HOME HOOK-UP	0	0	\$54.50
20260012	1/7/2026	P - Plumbing	801 N LEO LOT 18	STANFIELD PLUMBING	MOBILE HOME HOOK-UP	0	0	\$54.50

20260011	1/7/2026	P - Plumbing	801 N LEO LOT 1	STANFIELD PLUMBING	MOBILE HOME HOOK-UP	0	0	\$54.50
20260010	1/7/2026	P - Septic	31880 WESTLAKE RD	OKLAHOMA SEPTIC & CELLAR, LLC	NEW INSTALLATIO N	0	0	\$25.00
20260009	1/7/2026	E - Electrical	1613 HUNTERS RIDGE DR	FULL SPEED ELECTRIC	REMODEL	0	0	\$54.50
20260008	1/6/2026	E - Electrical	4901 N KICKAPOO AVE #1414	PRO ELECTRICAL SERVICES	MISCELLANEO US	0	0	\$104.50
20260007	1/5/2026	P - Plumbing	1001 N KENNEDY SUITE 315	D OWEN CONSTRUCTIO N	WATER / SEWER TAPS	0	0	\$1,900.00
20260006	1/5/2026	P - Plumbing	2312 TROON CIRCLE	IPLUMBCO	MISCELLANEO US	0	0	\$54.50
20260005	1/5/2026	E - Electrical	32001 HORNBECK RD	METROPLEX ELECTRIC	NEW SERVICE	0	0	\$54.50
20260003	1/5/2026	P - Plumbing	7801 N KICKAPOO	AQUA PLUMBING SERVICE	MISCELLANEO US	0	0	\$54.50
20260002	1/5/2026	B - Residential Remodel	1302 N TUCKER AVE	MICHAEL VILLANUETA	REMODEL	12,000	900	\$195.75
20260001	1/5/2026	M - Mechanical	13 W 45TH ST SUITE 100	NAUTICAL MECHANICAL	NEW	0	0	\$54.50
								<b>\$35,713.57</b>

Total Records: 90

2/2/2026



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

**Date:** February 9, 2026  
**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 \$1,897,787.75 should be considered.

**General Fund**— At the November 17, 2025, City Commission Meeting, the City Commission approved the City Manager and City Attorney to negotiate to purchase the property owned by S&S Farm Center, also known as 302 South Beard. City Staff is requesting to transfer monies into Land Purchase in the City Manager's budget. The amount of the appropriation is as follows:

- \$1,504,598.88 — Land Purchase

**911 Management Fund** — ~~The~~ Police Department received a refund from AT&T for the 911 Management Fund. The City Staff is requesting to transfer the funds to the 911 Management Telephone account line. This money will pay for upgrades that are currently needed. The amount of the appropriation is as follows:

- \$183,360.81 – Telephone

**Capital Improvement Fund**– To appropriate monies received due to a change order in January 2025 for a Squad Rescue Apparatus replacement. City Staff is requesting the savings from the change order to transfer into Capital Improvement – Equipment, for up-fitting of the new Engine 1. The amount of the appropriation is as follows:

- \$111,692.07 – Capital Improvement — Equipment

**Capital Improvement Fund**– The Police Department received monies for the sale of vehicles. City Staff is requesting the amount be used in FY26 for Capital Outlay – Police Vehicles. The amount of the appropriation is as follows:

- \$42,410.00 – Capital Outlay – Police Vehicles

**Aquatic Center**– It was identified that an error resulted in Parks & Recreation payroll salaries being incorrectly charged to the Aquatic Fund. This budget amendment would move the funds intended to be pulled from Parks & Recreation and back to the Aquatic Fund. Moving forward, it has been corrected. City Staff is requesting a transfer from Parks & Recreation to the Aquatic Fund.

- \$46,934.83 – Part-Time Salaries

**Insurance Recovery**– The Police Department received monies for damage to the Police Department Facilities. City Staff is requesting a transfer to Capital Outlay – Buildings & Improvements. The amount of the appropriation is as follows:

- \$1,436.16 – Capital Outlay – Buildings & Improvements

**Donations Fund**– City staff is requesting to fund an increase by adding additional funding to Other Materials & Supplies that will be used for Winter Jackets for the firefighters. This purchase will ensure all department members are equipped with professional and weather-appropriate outerwear, while promoting uniformity in appearance. The amount of the appropriation is as follows:

- \$7,355.00 – Other Materials & Supplies

**Financial Impact:** See attached budget amendments.

**Attachments:**

**Staff Recommendation:** Approval of amendments.

















**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Mark Simpson, City Manager  
**Subject:** Confirm and approve the City Manager's hiring of Petya Stefanoff as the City's Community Development Director.

**Background:** I have extended an offer of employment to Petya Stefanoff to be the City's Community Development Director, subject to approval by the City Commission. In accordance with Article V, Section 2 of the City Charter, the appointment of a Department Head shall not become effective until approved by the Board of Commissioners.

Petya began her career with the City of Shawnee in 2024 as a Comprehensive Planner and was appointed to Interim Community Development Director in July 2025. In this capacity, she assumed responsibility for managing and directing all department projects. Petya quickly improved communication practices inside and outside of the department. She began applying her expertise to develop plans, programs, and activities that align with the City's strategic goals and community visions.

Petya holds a Bachelor's degree in Civil Engineering, a Bachelor's degree in Architecture and Urban Planning, a Master's degree in Architecture, and a Master's degree in Adult Education. She is currently a doctoral candidate at the University of Oklahoma School of Architecture, working on community cohesion, helping to withstand social and spatial challenges. Petya is a member of the American Institute of Certified Planners (AICP).

**Financial Impact:** As budgeted.

**Attachments:**

**Staff Recommendation:** Approval of the recommendation with an effective date of February 9, 2026.



**Emergency Management Department**  
912 E. Independence St.  
Shawnee, OK 74804

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Rachelle Erickson, Emergency Management Director  
**Subject:** Acknowledge the transfer of Pottawatomie County Local Emergency Planning Committee (LEPC) Funds.

**Background:** Since the formation of the Pottawatomie County Local Emergency Planning Committee (LEPC), the City of Shawnee was used to financially account for their grant funds and expenditures. Due to the Pottawatomie County LEPC being a completely independent organization of any municipal and county government, the Pottawatomie County LEPC voted to open their own non-profit 501(c)3 account at Arvest Bank. With appropriate rollover of funds and expenditures tracking for the last 5 years, the Pottawatomie County LEPC has \$3,722.98. After these funds are transferred to the newly formed Pottawatomie County LEPC Inc. 501(c)3 account, the City will no longer need to account and manage funds for 001-5-0750-53390 line. This item is to request a check in the amount of \$3,722.98 addressed to Pottawatomie County LEPC Inc.

**Financial Impact:** None, since the City of Shawnee already has this amount in the 001-5-0750-53390 LEPC line.

**Attachments:**

**Staff Recommendation:** Approval of the item.



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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Mark Simpson, City Manager  
**Subject:** Approval of an agreement with Musco Sports Lighting, LLC for the installation of arena lighting at the Heart of Oklahoma Exposition Center, Sourcewell Contract Number 041123-MSL.

**Background:** The Heart of Oklahoma Rodeo Arena lighting system has reached the end of its service life and no longer provides reliable performance for events hosted at the facility. Staff recommends approval of a Purchase Agreement with Musco Sports Lighting, LLC to retrofit the arena with a new SportsCluster® LED lighting system, including removal of existing fixtures, installation of new LED luminaires on existing poles and roof mounts, upgraded electrical components, and a Control-Link® remote control and monitoring system. The project includes delivery, installation, testing, commissioning, and a 10-year Constant 10™ warranty covering parts, labor, monitoring, and maintenance. The total contract amount is \$274,000.00, plus applicable taxes, and will be procured through Sourcewell Cooperative Contract No. 041123-MSL, satisfying competitive purchasing requirements. Delivery is anticipated within 8 to 10 weeks following submittal approval.

**Financial Impact:** \$274,000.00 ; from GL 303-5-1210-54200 ; Proj. No. 26-1210-05

**Attachments:** PA 247920r2

**Staff Recommendation:** Approval of the item.

<p><b>1. SELLER NAME AND ADDRESS:</b>  Musco Sports Lighting, LLC ("Musco")  211 2<sup>nd</sup> Avenue West – PO Box 808  Oskaloosa, IA 52577  Attn: Channing Rucks  Email: channing.rucks@musco.com  Telephone: 641-673-0411  800-825-6020 Ext 2197</p>	<p><b>2. BUYER NAME AND ADDRESS:</b>  City of Shawnee (the "Buyer")  16 W Ninth St  Shawnee, OK 74802  Attn: Mark Simpson  Email: msimpson@shawneeok.org  Telephone: 405-878-1601</p>
<p><b>3. OWNER NAME AND ADDRESS:</b>  City of Shawnee  16 W Ninth St  Shawnee, OK 74802  Attn: Mark Simpson  Email: msimpson@shawneeok.org  Telephone: 405-878-1601</p>	<p><b>4. SHIPPING NAME AND ADDRESS:</b>  Heart of Oklahoma Expo Center  1700 W Independence St  Shawnee, OK 74804  Attn: Gerald Colvin  Email: gcolvin5c@yahoo.com  Telephone: 405-380-6869</p>
<p><b>5. WARRANTY CONTACT:</b>  Oak View Group/Heart of OK Expo Center  1700 W Independence St  Shawnee, OK 74804  Attn: Frank Abbott  Email: Frank.Abbott@oakviewgroup.com  Telephone: 405-765-9725</p>	<p><b>6. FACILITY NAME AND ADDRESS:</b>  Heart of Oklahoma Expo Center  1700 W Independence St  Shawnee, OK 74804</p>
<p><b>7. INVOICES:</b> Please remit invoices to:  City of Shawnee  16 W Ninth St  Shawnee, OK 74802  Attn: Mark Simpson  Email: msimpson@shawneeok.org  Telephone: 405-878-1601</p>	

8. **EQUIPMENT DESCRIPTION** – Musco shall sell, transfer, and deliver to Buyer, and Buyer will purchase, accept, and pay for the following goods (the “Equipment”) in accordance with the “Total Price” paragraph of this Agreement:

**SportsCluster® Lighting System**

- Poletop luminaire assemblies with:
- 2 – Total Light Control® TLC-LED-1200 factory-aimed and assembled luminaires
- 21 – Total Light Control® TLC-LED-1500 factory-aimed and assembled luminaires
- 15 – Total Light Control® TLC-LED-550 factory-aimed and assembled luminaires
- 5 – Total Light Control® TLC-LED-900 factory-aimed and assembled luminaires
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- Mounting hardware for poletop luminaire assemblies and electrical components enclosures
- Disconnects

**Additional Items**

- 5 special build customized Musco roof-mounts

**With Controls**

- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

**Built to the following specifications:**

- Driver input voltage: 480
- Phase to pole: 3 phase
- Structural integrity: based upon IBC, 2018, 110 mph, Exposure C
- Light level(s): 30 footcandles

9. **RESPONSIBILITIES OF THE BUYER AND/OR THIRD PARTY** – buyer/Third Party agrees to: Refer to responsibilities listed in the Installation Scope of Work in Exhibit A.

10. **MUSCO CONTROL-LINK® CONTROL SYSTEM** – Musco agrees to provide design and layout for the control system.

Control-Link Central™ customer support services: commission the system; monitor and report system alarms; provide automated facility management reports; provide on-off schedules via Control-Link Central app or website, email, phone call or fax; and provide technical support 24 hours a day, seven days a week.

11. **MUSCO SERVICES** – Musco agrees to provide, itself or through its subcontractors, design, layout, testing and commissioning for the Equipment and the following (collectively, the “Services”):

Installation – refer to the Installation Scope of Work in Exhibit A.

**12. CONSTANT 10™ WARRANTY – CONTROL AND MONITORING PROGRAM (the “Warranty”) –** Musco shall provide parts, labor and all services outlined in the Musco Constant 10 Warranty Agreement to maintain operation of lighting equipment for 10 years as follows:

- **Warranty service begins:** on the date of product shipment
- **Expiration date:** 10 years from date of shipment
- **Services:** control, monitoring, and maintenance
- **Light levels:** as specified in Musco design documents
- **Spill light control:** as specified in Musco design documents
- **Energy consumption:** as specified in Musco design documents

**13. TOTAL PRICE** – Buyer will pay for the above-described Equipment and, if applicable, Services. The Total Price of \$274,000.00 plus applicable taxes is payable as follows.

- \$274,000.00 within 30 days from invoice date

A copy of the payment and performance bond (if applicable) is required prior to shipment.

Monthly progress invoicing and payments will apply.

Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Project is being purchased through the following cooperative purchasing agreement:

Sourcewell (contract number 041123-MSL)

Price includes delivery, unloading, and installation to the address indicated in item #4 of this Agreement. Price does not include sales tax.

Payments not paid when due are subject to a carrying charge for each month past due or will be pro-rated for the portion of the month there is an unpaid balance. Carrying charges shall accrue in the amount of one- and one-half percent (1.5%) per month of any overdue unpaid balance, or the maximum rate permitted by law, whichever is less.

**Source of Funds:** Buyer agrees that Buyer’s payment to Musco is not contingent upon Buyer getting paid by the Owner/End User.

Buyer may not hold back or set off any amounts owed to Musco in satisfaction of any claims asserted by Buyer against Musco. No partial payment by Buyer shall constitute satisfaction of the entire outstanding balance of any invoice of Musco, notwithstanding any notation or statement accompanying that payment.

The Total Price was calculated utilizing parameters outlined in the project specifications. In the event soil conditions vary from those relied upon, or if the soil cannot be readily excavated, Buyer shall be responsible for Musco’s additional associated costs, including but not limited to the cost of design, alternate foundations, additional materials, and labor.

**14. TAXES** – Buyer shall pay all applicable state and local sales taxes, use or any similar tax invoiced appropriately by Musco.

Taxable       Non-Taxable      (Copy of resale or exemption certificate must be attached. Note: Just holding a sales tax permit does not, in and of itself, qualify for a non-taxable sale.)

**15. PAYMENT/PERFORMANCE BONDING** – Is there a bond on this project?  Yes  No

Principal Bond Holder:	
Bonding Company Name:	
Bonding Company Address:	
Bonding Company Address	
Phone Number:	
Bond Number:	

**16. DELIVERY** – Normal delivery to the shipping address indicated above is 8 to 10 weeks after submittal approval or release of order, if later. If the Equipment is shipped in multiple lots, Musco shall prepare a separate invoice for the price of the Equipment shipped at the time of each shipment. Buyer shall pay the amount of each such invoice upon the same terms as set out in the “Total Price” paragraph of this Agreement.

All deliveries shall be made by means of a common carrier or some other reasonable means chosen by Musco.

All risk of loss to Equipment sold shall pass to Buyer upon Musco's substantial completion of the Services

Delivery is subject to Buyer maintaining credit satisfactory to Musco. Musco may suspend or delay performance or delivery at any time pending receipt of assurances, including full or partial prepayment or payment of any outstanding amounts owed adequate to Musco in its discretion, of Buyer's ability to pay. Failure to provide such assurances shall entitle Musco to cancel this contract without further liability or obligation to Buyer.

**17. NO RETAINAGE/WARRANTY** – Buyer acknowledges payment in full is required within the agreed terms. Warranty claims and back charges shall not be deducted from contract payments without prior approval of Musco's Warranty Department (877-347-3319). Musco's Equipment and its performance are sold subject to Musco's written warranty. The Warranty provided by Musco shall be in lieu of all other representations, warranties and conditions of any kind, in respect of the Equipment or the Services and Musco disclaims any other representation, warranty or condition whatsoever, whether written or oral, express or implied, statutory or otherwise, including, but not limited to, the implied warranties and conditions of merchantability and fitness for a particular purpose.

Buyer acknowledges that any warranty and/or maintenance guarantee contained within payment/performance bonds issued on Musco's behalf pursuant to this Agreement and the corresponding liability on behalf of the issuing surety shall apply only to the first 12 months of any warranty and/or maintenance obligation of Musco specified in the written Warranty to be delivered to Buyer. The balance of any warranty and/or maintenance obligation greater than 12 months shall be the sole responsibility of Musco and shall not be guaranteed by a third party.

18. **EXCLUSION OF SPECIAL DAMAGES** – In no event shall Musco be liable for incidental, special or consequential damages, including without limitation lost revenues and profits, in respect of this Agreement or the Equipment and, if applicable, Services provided hereunder.
19. **LIMITATIONS PERIOD** – Unless otherwise specified in the Warranty to be delivered to Buyer, any action or proceeding against Musco arising out of or relating to the Equipment or Services will be forever barred unless commenced within the earlier of: (a) one (1) year after delivery of the Equipment or if applicable, completion of the Services; or (b) the period prescribed by the applicable statute of limitation or repose.
20. **SECURITY AGREEMENT** – In consideration of the promises contained herein, Buyer hereby grants and conveys to Musco, to secure payment and performance of all obligations in full, a purchase money security interest in the Equipment, including all repairs, replacements and accessions thereto and proceeds thereof (collectively referred to as the "Secured Property"). Buyer hereby irrevocably authorizes Musco at any time to register in any registration office in any province (including personal property registries and if applicable, land titles or real property registries) any initial financing statements, financing change statements, notices of security interest or other documents relating to this security interest or this transaction. Buyer further agrees to promptly furnish any information requested by Musco to effectuate the terms of this Agreement. Buyer further agrees to execute any document reasonably required by Musco to perfect the security interest granted herein and to assure the preservation, priority, and enforcement of such security interest. Buyer agrees that value has been given for this security interest and that the parties have not agreed to postpone the time for attachment of the security interest.
21. **DEFAULT** – Each of the following shall constitute a default ("Default") under this Agreement: a) failure to pay, in full, any payment when due hereunder; b) Buyer becomes the subject of a bankruptcy, receivership or insolvency proceeding; c) any warranty, representation or statement made or furnished to Musco by or on behalf of the Buyer proved to have been false in any material respect when made or furnished; d) loss, theft, damage, destruction or encumbrance to, or of, the Secured Property or the making of any levee, seizure or attachment thereof or thereon prior to payment in full; or e) the occurrence or non-occurrence of any event or events which causes Musco, in good faith, to deem itself insecure for any reason whatsoever.
22. **REMEDIES UPON DEFAULT** – In the event of Default, Musco may, at its option, and without notice or demand: a) declare the entire unpaid balance owing hereunder due and payable at once; b) proceed to recover judgment for the entire unpaid balance due; c) exercise all rights provided to Musco under this Agreement, any applicable personal property security act (or similar legislation), at law or in equity including but not limited to entering the Buyer's premises and taking possession of the Secured Property. All the remedies described herein are cumulative and may be exercised in any order by Musco. Buyer agrees to pay all costs (including reasonable attorney's fees and court costs) incurred by Musco in disposing of the Secured Property and collecting any amounts owing hereunder, and such costs shall be part of the obligations secured hereunder.
23. **FORCE MAJEURE** – Musco shall not be liable for delays or failure to perform in respect of the Equipment or the Services due, directly or indirectly, to (i) causes beyond Musco's reasonable control, or (ii) acts of God or nature, acts (including failure to act) of any governmental authority, wars (declared or undeclared), strikes or other labor disputes, fires, and natural calamities (such as floods, earthquakes, storms, epidemics).
24. **EEO COMPLIANCE** – When applicable, Musco and Subcontractor shall comply with the EEO Clause in Section 202 of Executive Order 11246, as amended, which is incorporated herein by specific reference.

When applicable, Musco and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals on the basis of disability and against qualified protected veterans and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.

## 25. CONDITIONS OF AGREEMENT

- a. **APPLICABLE LAW** – This Agreement shall be governed by the laws, including the Uniform Commercial Code, adopted in the State of Iowa as effective and in force on the date of this Agreement.
- b. **EXPENSES/REMEDIES** – Buyer shall pay to Musco the reasonable expenses, including court costs, legal and administrative expenses, and reasonable legal fees (on a solicitor and client basis), paid or incurred by Musco in endeavoring to collect amounts due from Buyer to Musco. It is further understood that if Buyer does not make a payment as due, Musco has the right to forward appropriate notices or claims on jobs with owners, bonding companies, general contractors, or the like, as deemed appropriate by Musco.
- c. **ENTIRE AGREEMENT** – This Agreement, the written Warranty to be delivered to Buyer, and any invoice issued by Musco pursuant to this Agreement constitute the entire agreement between the parties and supersede all prior statements of any kind made by the parties or their representatives. No representative or employee of Musco has any authority to bind Musco to any term, representation, or warranty other than those specifically included in this written Agreement or the written Warranty to be delivered to Buyer in connection with this Agreement. This Agreement may not be amended or supplemented except by written agreement executed by Musco and Buyer.
- d. **ACCEPTANCE** – This Agreement is subject to the approval of Musco's Credit Department and the written acceptance of this Order by Musco.

### CITY OF SHAWNEE

Acceptance

Date

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Mark Simpson, City Manager

Name and Title

### MUSCO SPORTS LIGHTING, LLC

Acceptance

Date

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Name and Title

**Please remember to return all pages of this agreement.**

**EXHIBIT A.**

**Heart of Oklahoma Rodeo Arena  
Shawnee, Oklahoma  
Retrofit Scope of Work**

**Customer Responsibilities:**

1. Complete access to the site for construction using standard 2-wheel drive rubber tire equipment.
2. Locate existing underground utilities not covered by your local utilities (i.e. water lines, electrical lines, irrigation systems, and sprinkler heads). Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
3. Locate and mark field reference points per Musco supplied layout (i.e. home plate, center of FB field).
4. Ensure existing poles are structurally adequate to handle new fixture loading.
5. Ensure usability of existing underground wiring.
6. Pay any necessary power company fees and requirements.
7. Pay all permitting fees.
8. Provide any existing as-built documents or drawings.
9. Provide sealed Electrical Plans (if required).

**Musco Responsibilities:**

1. Provide required fixtures, electrical enclosures, mounts, hardware, wire harnesses, and control cabinets.
2. Provide SportsCluster® poletop luminaire assembly on 4 poles
3. Provide 5 special build roof mounts
4. Provide fixture layout and aiming diagram.
5. Provide Project Management as required.
6. Assist our installing subcontractor and ensure our responsibilities are satisfied.

**Subcontractor Responsibilities****General:**

1. Obtain any required permitting.
2. Contact your local UDig for locating underground public utilities and confirm they have been clearly marked.
3. Contact the facility owner/manager to confirm the existing private underground utilities and irrigation systems have been located and are clearly marked to avoid damage from construction equipment. Notify owner and repair damage to marked utilities. Notify owner and Musco regarding damage which occurred to unmarked utilities.
4. Provide labor, equipment, and materials to offload equipment at jobsite per scheduled delivery.
5. Provide storage containers for material, (including electrical components enclosures), as needed.
6. Provide necessary waste disposal and daily cleanup.
7. Provide adequate security to protect Musco delivered products from theft, vandalism, or damage during the installation.
8. Keep all heavy equipment off playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
9. Provide startup and aiming as required to provide complete and operating sports lighting system.
10. Installation to commence upon delivery and proceed without interruption until complete. Musco to be immediately notified of any breaks in schedule or delays.
11. Complete and submit Musco provided closeout checklist including required pictures.

**Demolition:**

1. Remove and dispose of the existing fixtures, and electrical enclosures. This will include the recycling of lamps, aluminum reflectors, ballast, and steel, as necessary.
2. Leave existing ground wires and power feed in place for connection to new lighting equipment.

**Retrofit Musco Equipment to Existing Poles:**

1. Provide labor, materials, and equipment to assemble and install Musco TLC for LED® equipment on existing poles and terminate grounding and power feed. Power feed may need to be reworked to adapt to the new Musco equipment.
2. Ensure grounding components meet minimum standards required by NEC and NFPA780.
3. For concrete poles, provide new lightning down conductor(aluminum) and <sup>5</sup>/<sub>8</sub> in copper ground rod. For poles 75 ft (22 m) or less use 1/0 AWG, poles over 75 ft (22 m) use 4/0 AWG conductor. Bond internal pole ground to new down conductor.
4. For steel poles, provide new ground rod and pole bonding conductor per NFPA Annex A.1.6.
5. Down conductor shall be converted to copper wire for any underground runs and bonded to ground rod(s).
6. Ensure all Musco components are bonded to both equipment and lightning grounds. No upward sweeps allowed for lightning down conductor or bonding jumper(s). See installation instructions for further information.
7. Test ground resistance with 3-point ground resistance test, using instructions provided. Confirm 25 ohms or less for each pole. Install additional ground rods or create grounding grid until resistance of 25 ohms or less is achieved. Record all results on form provided and submit readings to Musco.

**Electrical:**

1. Provide materials, and equipment to install new electrical service panels as required.
2. Provide materials, and equipment to reuse existing electrical wiring as permitted.
3. Complete electrical installation per Musco Control System Summary and Musco Best Practices: Supply Wiring Installation document. If there are any discrepancies between Musco documents and electrical plans (if present), notify your Musco contact.
4. Complete required insulation resistance tests on all current-carrying conductors per ANSI/NETA ATS-2021. Use the instructions and forms provided by Musco to provide test results to your Musco contact. Note conduits must be full of water prior to testing. Any new conductors with resistance values less than (<) 100 MOhms - phase to ground - must be repaired or replaced to meet the standard. Any existing conductors with resistance values less than (<) 100 MOhms - phase to ground - must be reported to your Project Manager or Sales Coordinator.
5. Underground splices are strongly discouraged. Disconnects in light poles are rated for multiple conductors to allow for daisy-chains - if required by electrical plans. If underground splicing cannot be avoided, use only listed connector systems, rated for wet locations.
6. Provide as built drawings upon completion of installation.

**Control-Link® Control and Monitoring:**

1. Provide labor, equipment, and materials to install 1 Musco control and monitoring cabinet and terminate all necessary wiring.
2. Provide a dedicated 120 V 20 A controls circuit or a step-down transformer for 120 V control circuit if not available.
3. Check all zones to make sure they work in both auto and manual mode.
4. Commission Control-Link by contacting Control-Link Central™ at 877-347-3319.



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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Lisa Lasyone, Chief Operations Officer  
**Subject:** Consideration of a resolution calling and providing for the holding of nonpartisan general and general runoff elections in the City of Shawnee, Oklahoma for the purpose of nominating and electing candidates for offices of City Commissioner of the First Ward, City Commissioner of the Fifth Ward, and City Commissioner of the Sixth Ward; establishing a filing period and qualifications for such offices; designating the manner of electing the various city offices named herein; providing for said elections to be conducted by the Pottawatomie County Election Board; and providing for voting by absentee ballot.

**Background:** Under the provisions of the Charter and Municipal Code for the City of Shawnee, the City must adopt a resolution calling for and ordering a General Election and General Runoff Election for the purpose of electing City Commission members.

For the offices of the City Commissioner in Wards 1, 5, and 6, three (3) City Commission members must be elected for a four-year term, spanning 2026 through 2030. The candidates for Wards 1, 5, and 6 will be selected by qualified electors living within the respective ward.

The statutory filing period for the elections authorized herein will be during the hours of 8:00 a.m. to 5:00 p.m. on the 1st, 2nd, and 3rd of April 2026, at the Pottawatomie County Election Board offices. The election shall be conducted by the County Election Board of Pottawatomie County and will take place on June 16, 2026.

Should a runoff election be necessary, it will take place on August 25, 2026. Registered, qualified electors may vote by absentee ballot, which must be requested from the Secretary of the County Election Board.

**Financial Impact:** Estimated cost for the General Election in FY25-26 of \$4,000 to \$11,000 (General Fund, City Clerk, Elections, 001-5-0330-53080); estimated cost of \$4,000 to \$11,000 in FY26-27 if a Run-Off Election occurs.

**Attachments:** Resolution

**Staff Recommendation:** Approval of this item.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION CALLING AND PROVIDING FOR THE HOLDING OF NONPARTISAN GENERAL AND GENERAL RUNOFF ELECTIONS IN THE CITY OF SHAWNEE, OKLAHOMA, FOR THE PURPOSE OF NOMINATING AND ELECTING CANDIDATES FOR THE OFFICES OF CITY COMMISSIONER OF THE FIRST WARD, CITY COMMISSIONER OF THE FIFTH WARD, AND CITY COMMISSIONER OF THE SIXTH WARD; ESTABLISHING A FILING PERIOD AND QUALIFICATIONS FOR SUCH OFFICES; DESIGNATING THE MANNER OF ELECTING THE VARIOUS CITY OFFICES NAMED HEREIN; PROVIDING FOR SAID ELECTIONS TO BE CONDUCTED BY THE POTTAWATOMIE COUNTY ELECTION BOARD; AND PROVIDING FOR VOTING BY ABSENTEE BALLOT.

WHEREAS, the City of Shawnee, Oklahoma, nonpartisan general and general runoff elections are hereby authorized and called to be held in the City of Shawnee, Oklahoma; and

WHEREAS, the general election shall be held on the 16<sup>th</sup> day of June, 2026, the same being the third Tuesday in June, for the purpose of submitting to the registered, qualified voters of the City of Shawnee, the names of all persons who have properly filed or been filed as candidates in the general election for the offices of City Commissioner of the First Ward, City Commissioner of the Fifth Ward, and City Commissioner of the Sixth Ward, and the general runoff election shall be held on the 25<sup>th</sup> day of August, 2026, the same being the fourth Tuesday in August, for the purpose of submitting to the registered, qualified voters of the City of Shawnee the names of the nominees for the offices of City Commissioner of the First Ward, City Commissioner of the Fifth Ward, and City Commissioner of the Sixth Ward; and

WHEREAS, the filing period for the elections authorized herein shall be during the hours of 8:00 a.m. to 5:00 p.m. on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> of April, 2026 at the Pottawatomie County Election Board offices, 330 North Broadway Avenue, Shawnee, Oklahoma; and

WHEREAS, any qualified elector may become a candidate for the offices named herein by filing with the Secretary of the Pottawatomie County Election Board, during the filing period, a written declaration of candidacy as provided in the Charter of the City of Shawnee, provided that any qualified elector can be a candidate for only one (1) office; and

WHEREAS, provided, that no person shall be qualified to become a candidate for any office herein unless such person shall have attained the age of twenty-five (25) years and be a qualified elector as provided by the Charter of the City of Shawnee and the laws of the State of Oklahoma and a resident within the ward for which such person files for office; and

WHEREAS, all declarations of candidacy, petitions and election ballots shall be nonpartisan in form and shall have no party designation of any kind and no sign, mark, symbol or device of a partisan character.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1. Call for Election.

That the question be set for election on the 16<sup>th</sup> day of June, 2026, to allow the electorate of the City of Shawnee, Oklahoma to vote for the offices of City Commissioner of the First Ward, City Commissioner of the Fifth Ward, and City Commissioner of the Sixth Ward. If at the general election provided for herein no candidate receives a majority of the votes cast, the two (2) candidates receiving the largest number of votes shall be nominated, and their names shall be placed on the ballot and they shall be voted upon at the ensuing general runoff city election on 25<sup>th</sup> day of August, 2026, and the person receiving the largest number of votes shall be elected.

Section 2. Purpose of Election.

That the purpose of submitting to the registered, qualified voters of the City of Shawnee, the names of all persons who have properly filed or been filed as candidates in the general election for the offices of City Commissioner of the First Ward, City Commissioner of the Fifth Ward, and City Commissioner of the Sixth Ward.

Section 3. Filing Period.

The filing period for the elections authorized herein shall be during the hours of 8:00 a.m. to 5:00 p.m. on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> of April, 2026, by filing with the Secretary of the Pottawatomie County Election Board, 330 North Broadway Avenue, Shawnee, Oklahoma, a written declaration of candidacy as provided in the Charter of the City of Shawnee.

Section 4. Conduct of Election.

The County Election Board shall prepare all ballots and conduct the election provided for herein in the manner set forth in accordance with the Charter of the City of Shawnee and the laws of the State of Oklahoma.

The polls of said election shall be open at 7:00 a.m. and shall remain open continuously until and be closed at 7:00 p.m. on the designated day.

Section 5. Absentee Ballots

Registered, qualified electors may vote in said election by absentee ballot. Absentee ballots shall be obtained from the Secretary of the County Election Board and shall be requested, cast, and returned in the manner described by the general election laws of the State of Oklahoma relating to voting by absentee ballot.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF FEBRUARY, 2026.

\_\_\_\_\_  
ERIC STEPHENS, MAYOR

ATTEST:  
(SEAL)

\_\_\_\_\_  
LISA LASYONE, MMC, CITY CLERK



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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Petya Stefanoff, Interim Community Development Director  
**Subject:** Consideration of an ordinance to rezone the property addressed as 1402 East Independence Street from C-1 (Local Commercial District) to R-3 (High Density Residential District).  
Case No. RZ08-25 | Applicant: Jerry Roca and Landes Engineering  
*(Deferred from January 20, 2026, City Commission Meeting.)*

**Background:** The applicant, Jerry Roca & Landes Engineering, has requested the City Commission defer this item to the next City Commission meeting scheduled for March 16, 2026. Mr. Roca has advised he is working to gather more information on the requested traffic study and to collect documentation on how this project will benefit the community.

**Financial Impact:**

**Attachments:** Ordinance

**Staff Recommendation:** Staff recommend deferral.

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 IN LOT 8, BRADLEY’S 2<sup>ND</sup> ADDITION TO THE CITY OF SHAWNEE, DESCRIBED AS BEGINNING 135 FEET EAST OF THE SW/CORNER OF SAID LOT 8, RUNNING THENCE EAST 200 FEET; THENCE NORTH 295.6 FEET; THENCE WEST 200 FEET; THENCE SOUTH 295.6 FEET TO THE POINT OF BEGINNING, POTTAWATOMIE COUNTY, OKLAHOMA FROM ZONING CLASSIFICATION C-1 (LOCAL COMMERCIAL 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 20th day of January, 2026, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification C-1 (Local Commercial District) to R-3 (High Density Residential District).

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to R-3 (High Density Residential District).

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: THAT THE FOLLOWING DESCRIBED PROPERTY LOCATED IN THE CITY OF SHAWNEE, OKLAHOMA, TO-WIT: A TRACT OF LAND IN LOT 8, BRADLEY’S 2<sup>ND</sup> ADDITION TO THE CITY OF SHAWNEE, DESCRIBED AS BEGINNING 135 FEET EAST OF THE SW/CORNER OF SAID LOT 8, RUNNING THENCE EAST 200 FEET; THENCE NORTH 295.6 FEET; THENCE WEST 200 FEET; THENCE SOUTH 295.6 FEET TO THE POINT OF BEGINNING, POTTAWATOMIE COUNTY, OKLAHOMA, FROM ZONING CLASSIFICATION C-1 (LOCAL COMMERCIAL DISTRICT) TO R-3 (HIGH DENSITY RESIDENTIAL DISTRICT), AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

(SEAL)  
ATTEST:

\_\_\_\_\_  
ERIC STEPHENS, MAYOR

\_\_\_\_\_  
LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
JOSEPH M. VORNDRAN,  
CITY ATTORNEY



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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Petya Stefanoff, Interim Community Development Director  
**Subject:** Consideration of a request for a Preliminary Plat for Barton Industrial Park, located near Highway 177 and American Way.  
Case No. PL02-25 | Applicant: Indaco Metals c/o TAP Architects

**Background:** The Planning Commission recommends approval of this Preliminary Plat.

**Financial Impact:** NA

**Attachments:** PC to CC Record of Action PPL02-25, PPL02-25 Staff Report, PPL02-25 Zoning Map, 2317 - Preliminary Submittal Letter\_Hillside Business Park, 251217\_INDACO\_METALS\_Concept Plans

**Staff Recommendation:** Staff recommend approval.

**RECORD OF ACTION**

**DATE:** February 4, 2026

**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:** PPL02-25

**REQUEST:** Consideration of a request for a Preliminary Plat for Barton Industrial Park, located near Highway 177 and American Way.

**Applicant:** Indaco Metals c/o TAP Architects

**Subject Property Address:** 8 American Way

**Legal Description:** WHEREAS HILLSIDE PROPERTIES, LLC, is the owner of a 39.55 tract of land situated in the Northwest Quarter of Section 11, Township 10 North, Range 3 East, Pottawatomie County, Oklahoma, being a Replat of Lot 1, BARTON INDUSTRIAL PARK, an Addition to the City of Shawnee, conveyed in deed to Hillside Properties, LLC, recorded in Document No. 202100007625, Real Property Records, Pottawatomie County, Oklahoma, (R.P.R.P.C.O.), said 39.56 acres of land being more particularly described as follows:  
BEGINNING at a 1/2-inch iron rod found for the Center corner of said Section 11, being the Southeast corner of this tract;  
THENCE South 89°36'37" West, along the South line of the Northwest Quarter of said Section 11, a distance of 919.88 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set, being on the Northwest Right-of-Way of U.S. Highway 177, as recorded in Book 87, Pages 554 and 552 of the Official Public Records of Pottawatomie County, Oklahoma (O.P.R.P.C.O.);  
THENCE North 50°44'01" West, along the Northwest Right-of-Way line of said U.S. Highway 177, a distance of 895.13 feet to a 3/8-inch iron rod found, being the South corner of Tract 1, described in deed to Berridge Oklahoma, LLC in Instrument No. 202100014724, Official Public Records of Pottawatomie County, Oklahoma (O.P.R.P.C.O.);  
THENCE North 39°13'53" East, along the Southeast line of said Berridge tract, a distance of 307.09 feet to a 3/8-inch iron rod found, being an interior ell corner of said Berridge tract;  
THENCE South 53°47'36" East, along a Southwest line of said Berridge tract, a distance of 228.09 feet to a 3/8-inch iron rod found, being the Northernmost South corner of said Berridge tract;  
THENCE North 41°16'23" East, along the Southeast line of said Berridge tract, a distance of 207.45 feet to a 3/8-inch iron rod found, being the Southernmost East corner of said Berridge tract 1, said iron rod also being the South corner of a Tract 2,

described in deed to Berridge Oklahoma THENCE North 25°13'53" East, along the South line of said Berridge Tract 2, a distance of 205.20 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set, being the East corner of said Berridge Tract 2; THENCE with a curve to the right, along the West Right-of-Way of Eagle Road, having a radius of 218.88 feet, a chord bearing of North 17°16'34" West, and a chord length of 129.07 feet, an arc length of 131.02 feet to a 3/8-inch iron rod found, being the North corner of said Berridge Tract 2, same being the East corner of said Berridge Tract 1; THENCE North 00°29'03" West, along the East line of said Berridge Tract 1, and the West Right-of-Way of said Eagle Road, a distance of 453.44 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set on the intersection of the West Right-of-Way of said Eagle Road and the South Right-of-Way of American Way, said iron rod being the Northeast corner of said Berridge Tract 1; THENCE along the South Right-of-Way of American Way, the following four (4) courses: South 89°37'44" West, a distance of 393.31 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; South 71°34'30" West, a distance of 319.24 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; South 89°44'39" West, a distance of 242.42 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; South 89°23'59" West, a distance of 610.76 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set on the intersection of the South Right-of-Way of said American Way, and the East Right-of-Way of Acme Road; THENCE North 00°13'59" West, along the East Right-of-Way of Acme Road, a distance of 66.00 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set on the intersection of the said East Right-of-Way of Acme Road, and the North Right-of-Way of said American Way, said iron rod bearing, South 89°46'01" West, a distance of 50.00 feet, and North 00°13'59" West, a distance of 1,097.93 feet from a chiseled "X" in concrete found for the Northwest corner of said Section 11; THENCE along the North Right-of-Way of said American Way, the following four (4) courses: North 89°23'59" East, a distance of 610.75 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; North 89°42'46" East, a distance of 231.71 feet to a 3/8-inch iron rod found; North 71°36'19" East, a distance of 319.25 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; North 89°37'24" East, a distance of 1,207.33 feet to a 3/8-inch iron rod found; THENCE with a curve to the left, having a radius of 33.00 feet, a chord bearing of North 65°34'32" East, and a chord length of 26.95 feet, an arc length of 27.76 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; THENCE with a curve to the right, having a radius of 66.00 feet, a chord bearing of South 00°19'55" East, and a chord length of 88.00 feet, an arc length of 318.37 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; THENCE with a curve to the left, having a radius of 33.00 feet, a chord bearing of North 66°14'23" West, and a chord length of 26.95 feet, an arc length of 27.76 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set; THENCE South 89°37'31" West, along the South Right-of-Way of said American Way, and the North line of a tract of land described in deed to Hillside Properties, LLC, recorded in Instrument No. 200500012924, Official Public Records of Pottawatomie County, Oklahoma (O.P.R.P.C.O.), a distance of 737.46 feet, to a 3/8-inch iron rod found with a yellow cap, said iron rod being the intersection of the South Right-of-Way of said American Way, and the East Right-of-Way of said Eagle Road, same being the Northwest corner of said Hillside tract; THENCE South 00°22'56" East, along the East Right-of-Way of said Eagle Road and the West line of said Hillside tract, a

distance of 330.24 feet to a 3/8-inch iron rod found with a cap stamped "LS1244", said iron rod being the Southwest corner of said Hillside tract;  
 THENCE North 89°36'21" East, along the South line of said Hillside Tract, a distance of 977.37 feet to a 1/2-inch iron rod found on the East line of the Northwest Quarter of said Section 11, from which the North Quarter corner of said Section 11 bears, North 00°18'35" West, a distance of 1,404.09 feet;  
 THENCE South 00°18'49" East, along the said East line of the Northwest Quarter of Section 11, a distance of 1,258.65 feet to the POINT OF BEGINNING and containing a total of 39.55 acres, or 1,722,915 square feet, more or less, of land.

**Current Zoning:** I-1 (Light Industrial)    **Requested Zoning:** N/A

**Staff Recommendation:** Staff recommends approval of the request.

=====

**Planning Commission Meeting Date:** February 4, 2026

**PC Recommendation:** Approval.

**Conditions:** N/A

Vote: 6 -- 0 -- 0

Members Present: 5

Members:	Motion	2 <sup>nd</sup>	Aye	Nay	Abstain	Comments
ALEXANDER			X			
PORTER						ABSENT
REESE		X	X			
BARRETT (CHAIR)			X			
HAYES			X			
JOHNSON			X			
BURRELL	X		X			



**Date:** February 4, 2026

**To:** Shawnee Planning Commission

**From:** Diana Hood, City Planner

**Subject:** Consideration of a request for a Preliminary Plat for Barton Industrial Park, located near Highway 177 and American Way.

Case No. PL02-25

**Agenda Item:** No 3

**Applicant:** Indaco Metals c/o TAP Architects

**Request:** Indaco Metals submitted a Preliminary Plat for the property addressed as 8 American Way, more particularly described as:

*WHEREAS HILLSIDE PROPERTIES, LLC, is the owner of a 39.55 tract of land situated in the Northwest Quarter of Section 11,*

*Township 10 North, Range 3 East, Pottawatomie County, Oklahoma, being a Replat of Lot 1, BARTON INDUSTRIAL PARK, an*

*Addition to the City of Shawnee, conveyed in deed to Hillside Properties, LLC, recorded in Document No. 202100007625, Real*

*Property Records, Pottawatomie County, Oklahoma, (R.P.R.P.C.O.), said 39.56 acres of land being more particularly described as*

*follows:*

*BEGINNING at a 1/2-inch iron rod found for the Center corner of said Section 11, being the Southeast corner of this tract;*

*THENCE South 89°36'37" West, along the South line of the Northwest Quarter of said Section 11, a distance of 919.88 feet to a*

*1/2-inch iron rod with a cap stamped "CA1292LS" set, being on the Northwest Right-of-Way of U.S. Highway 177, as recorded in*

*Book 87, Pages 554 and 552 of the Official Public Records of Pottawatomie County, Oklahoma (O.P.R.P.C.O.);*

*THENCE North 50°44'01" West, along the Northwest Right-of-Way line of said U.S. Highway 177, a distance of 895.13 feet to a*



*3/8-inch iron rod found, being the South corner of Tract 1, described in deed to Berridge Oklahoma, LLC in Instrument No.*

*202100014724, Official Public Records of Pottawatomie County, Oklahoma (O.P.R.P.C.O.);*

*THENCE North 39°13'53" East, along the Southeast line of said Berridge tract, a distance of 307.09 feet to a 3/8-inch iron rod*

*found, being an interior ell corner of said Berridge tract;*

*THENCE South 53°47'36" East, along a Southwest line of said Berridge tract, a distance of 228.09 feet to a 3/8-inch iron rod*

*found, being the Northernmost South corner of said Berridge tract;*

*THENCE North 41°16'23" East, along the Southeast line of said Berridge tract, a distance of 207.45 feet to a 3/8-inch iron rod*

*found, being the Southernmost East corner of said Berridge tract 1, said iron rod also being the South corner of a Tract 2,*

*described in deed to Berridge Oklahoma THENCE North 25°13'53" East, along the South line of said Berridge Tract 2, a distance of 205.20 feet to a 1/2-inch iron rod with a*

*cap stamped "CA1292LS" set, being the East corner of said Berridge Tract 2;*

*THENCE with a curve to the right, along the West Right-of-Way of Eagle Road, having a radius of 218.88 feet, a chord bearing of*

*North 17°16'34" West, and a chord length of 129.07 feet, an arc length of 131.02 feet to a 3/8-inch iron rod found, being the North*

*corner of said Berridge Tract 2, same being the East corner of said Berridge Tract 1;*

*THENCE North 00°29'03" West, along the East line of said Berridge Tract 1, and the West Right-of-Way of said Eagle Road, a*

*distance of 453.44 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set on the intersection of the West Right-of-Way of*

*said Eagle Road and the South Right-of-Way of American Way, said iron rod being the Northeast corner of said Berridge Tract 1;*

*THENCE along the South Right-of-Way of American Way, the following four (4) courses:*

*South 89°37'44" West, a distance of 393.31 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*

*South 71°34'30" West, a distance of 319.24 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*

*South 89°44'39" West, a distance of 242.42 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*



*South 89°23'59" West, a distance of 610.76 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set on the intersection of the South Right-of-Way of said American Way, and the East Right-of-Way of Acme Road;*

*THENCE North 00°13'59" West, along the East Right-of-Way of Acme Road, a distance of 66.00 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set on the intersection of the said East Right-of-Way of Acme Road, and the North Right-of-Way of said American Way, said iron rod bearing, South 89°46'01" West, a distance of 50.00 feet, and North 00°13'59" West, a distance of 1,097.93 feet from a chiseled "X" in concrete found for the Northwest corner of said Section 11;*

*THENCE along the North Right-of-Way of said American Way, the following four (4) courses:*

*North 89°23'59" East, a distance of 610.75 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*

*North 89°42'46" East, a distance of 231.71 feet to a 3/8-inch iron rod found;*

*North 71°36'19" East, a distance of 319.25 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*

*North 89°37'24" East, a distance of 1,207.33 feet to a 3/8-inch iron rod found;*

*THENCE with a curve to the left, having a radius of 33.00 feet, a chord bearing of North 65°34'32" East, and a chord length of 26.95 feet, an arc length of 27.76 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*

*THENCE with a curve to the right, having a radius of 66.00 feet, a chord bearing of South 00°19'55" East, and a chord length of 88.00 feet, an arc length of 318.37 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*

*THENCE with a curve to the left, having a radius of 33.00 feet, a chord bearing of North 66°14'23" West, and a chord length of 26.95 feet, an arc length of 27.76 feet to a 1/2-inch iron rod with a cap stamped "CA1292LS" set;*

*THENCE South 89°37'31" West, along the South Right-of-Way of said American Way, and the North line of a tract of land described in deed to Hillside Properties, LLC, recorded in Instrument No. 200500012924, Official Public Records of Pottawatomie County, Oklahoma (O.P.R.P.C.O.), a distance of 737.46 feet, to a 3/8-inch iron rod found with a yellow cap, said iron rod being the intersection of the South Right-of-Way of said American Way, and the East Right-of-Way of said Eagle Road, same being the*



*Northwest corner of said Hillside tract;*

*THENCE South 00°22'56" East, along the East Right-of-Way of said Eagle Road and the West line of said Hillside tract, a*

*distance of 330.24 feet to a 3/8-inch iron rod found with a cap stamped "LS1244", said iron rod being the Southwest corner of said*

*Hillside tract;*

*THENCE North 89°36'21" East, along the South line of said Hillside Tract, a distance of 977.37 feet to a 1/2-inch iron rod found on*

*the East line of the Northwest Quarter of said Section 11, from which the North Quarter corner of said Section 11 bears, North*

*00°18'35" West, a distance of 1,404.09 feet;*

*THENCE South 00°18'49" East, along the said East line of the Northwest Quarter of Section 11, a distance of 1,258.65 feet to the*

*POINT OF BEGINNING and containing a total of 39.55 acres, or 1,722,915 square feet, more or less, of land.*

**Summary:** Staff review submitted preliminary plat for the plot of land located on the NE side of Highway 177 and the South side of American Way (see attached maps).

The Engineering and Fire Departments contributed to the review process. The preliminary plat meets all code requirements and is found sufficient.

The current zoning of the land is **Light Industrial (L-1)**.

- Adjacent Land Uses

North	South	East	West
Heavy Industrial (I-2)	Outside of city limits	Heavy Industrial (I-2)	Heavy Industrial (I-2)

- UDC Sec. 22-192 *“Purpose.* The **Light Industrial (I-1) District** provides for manufacturing, employment commercial uses, wholesale businesses, material fabrication, research facilities, and general industrial uses that are clean, quiet, and free of hazardous or objectionable elements such as noise, odor, dust, smoke, or glare. This district provides a transition between heavy industrial uses and other less intensive commercial activity and residential uses. This district represents the character and intent of the Industrial Future Land Use Category.



- UDC Sec. 22-193 “*Purpose*. The **Heavy Industrial (I-2) District** provides areas for manufacturing, processing, assembling, storing, testing, and industrial uses that are extensive and intensive in character, and require large sites, open storage and service areas, extensive services and facilities, and access to major transportation networks. Development in this district is sometimes incompatible with less intensive uses because of traffic, noise, vibration, dust, glare, or emissions, which can be intrusive to commercial activity and residential areas. This district represents the character and intent of the industrial future land use category.
- Public Comments: Shawnee Unified Development Code (UDC) does not require Public Notice for a Preliminary Plat.

**Recommendation:** Staff **recommend** the Shawnee Planning Commission **to approve** the Preliminary Plat submitted.

**Options:**

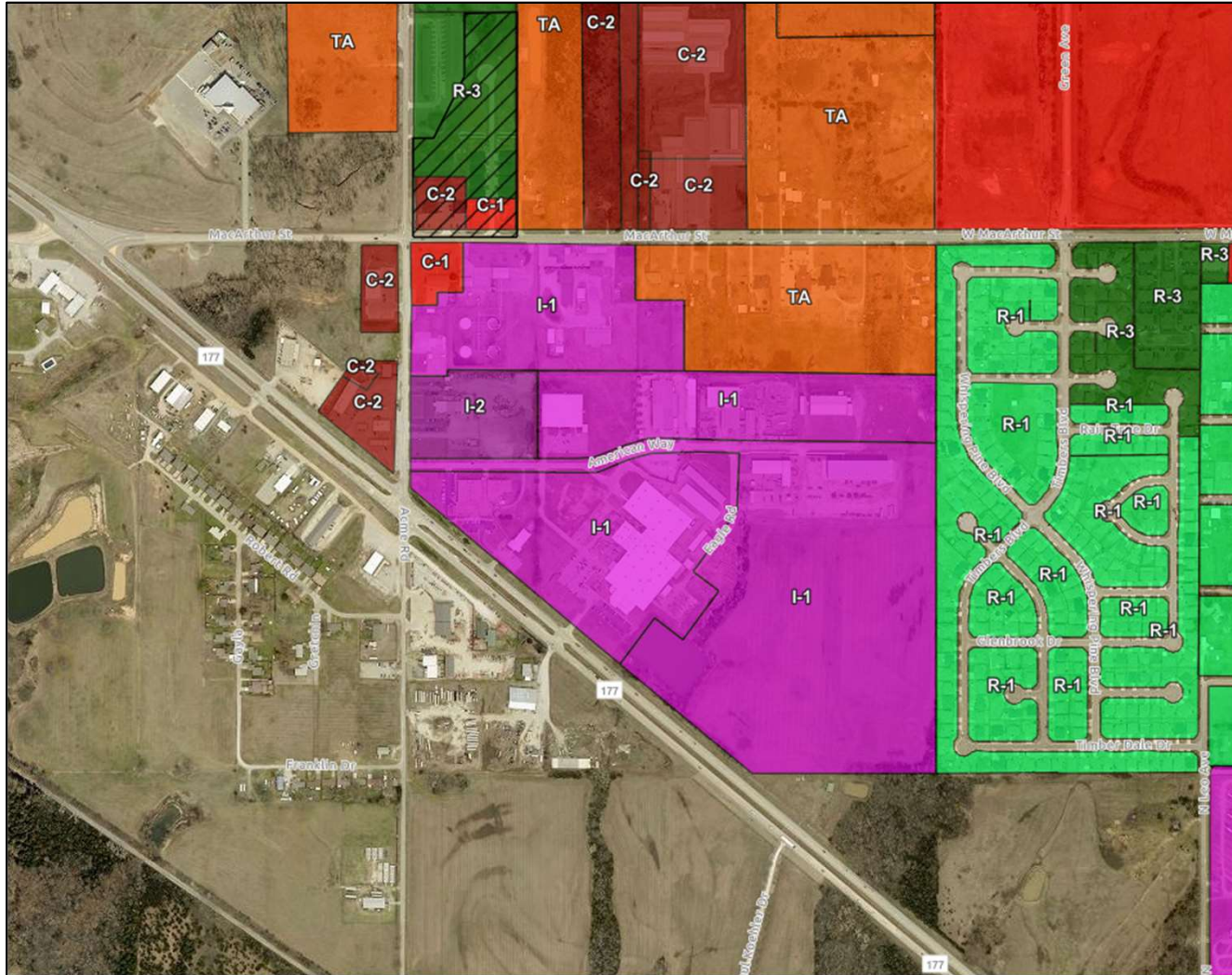
- Recommend Approval of the amendment
- Recommend Denial
- Recommend Approval with certain modifications
- Table and request more information

This item is scheduled for the **February 9, 2026**, City Commission meeting.

**Financial Impact:** None

**Attachments:**

- Preliminary Plat
- Zoning Map of the area



**PUD - P.U.D.**

**Zoning**

- TA - Transitional Agriculture
- TL - Twin Lakes
- R-1 - Low Density Residential
- R-2 - Medium Density Residential
- R-3 - High Density Residential
- C-1 - Local Commercial
- C-2 - Regional Commercial
- DT - Downtown
- MU - Mixed Use
- I-1 - Light Industrial
- I-2 - Heavy Industrial



415 Broadway  
Oklahoma City  
Oklahoma 73102  
V. 405.232.8787  
tapokc.com

## **PRELIMINARY PLAT SUBMITTAL LETTER**

**Project: Hillside Business Park**

**TAP Project No: 2317**

---

To: City of Shawnee, Oklahoma – Community Development

Date: March 24<sup>th</sup>, 2025,

Please refer to the following attached documents to serve as a formal notification to the City of Shawnee, Oklahoma Community Development Department that Indaco Metals plans to subdivide their property south of American Way just off highway 177 into 17 proposed lots.

Hillside Business Park will be offering 17 lots ranging from 34,905 sq. ft. up to 50,485 sq. ft. and will have 36' wide roads to allow large trucks ample amount of turn radiuses, and a proposed curb cut off Highway 177 for access directly into the development. The current access off American Way will remain as an access point for the development.

### **WATER:**

The development considered the fire lanes requirements and provided ease of access to all perimeters of each proposed lot and coordinated with city engineer on proposing a main water loop system with new fire hydrants.

### **SANITARY SEWER**

There are existing lines and manholes to the north and east of the development, which run the full north to south length of the property. This will allow for adjoining to the existing system much easier.

### **ELECTRICAL**

Indaco Metals worked with OG&E early on and had the overhead power lines shifted all the way to the east of the property and will sit just to the east of the main roadway.

### **STORM DRAIN**

There is an existing detention pond to the southwest of the property that will remain, but a full storm drainage and infrastructure design will need to take place. The design team will be addressing not only the new development drainage, but the entire Indaco Metals site.

### **GAS**

Indaco Metals would like to extend the gas service to the new development, but the existing gas line was not located on the survey. We have not shown it on the preliminary plat, but we will provide this information on the final plat submission.



415 Broadway  
Oklahoma City  
Oklahoma 73102  
V. 405.232.8787  
tapokc.com

**PRELIMINARY PLAT SUBMITTAL LETTER**  
**Project: Hillside Business Park**  
**TAP Project No: 2317**

---

The attachments consist of the following:

- Preliminary Plat Application Form
- Preliminary Plat Submission Letter
- Property Survey
- Preliminary Plat Layout
  - showing existing / new utilities, setbacks, easements, and lot lines

The proposed preliminary plat subdivision layout complies with local zoning regulations, subdivision regulations, and other applicable policies for the area. TAP Architecture and Topographic (civil engineer) consulted and coordinated with the city on these regulations.

Please let me know if you have any questions or need any further information.

Thank you,

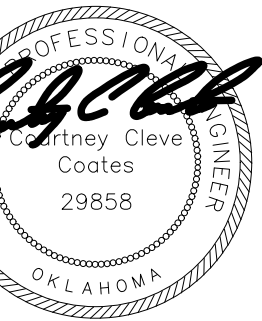
A handwritten signature in black ink, appearing to read 'Chris Teehee', written over a horizontal line.

Chris Teehee, Managing Director | Partner

3/24/2025

Date

SEAL



12/17/2025

PROJECT

**BARTON INDUSTRIAL PARK**  
3 AMERICAN WAY  
SHAWNEE, OK 74804

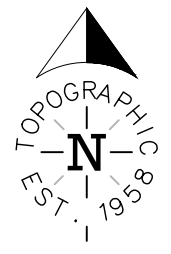
ISSUES / REVISIONS

SHEET TITLE  
**CONCEPT  
UTILITY PLAN**

SHEET NUMBER  
**C110**

PROJECT NUMBER  
**2317**

All drawings and written materials herein constitute original work of TAPArchitecture and may only be duplicated with their written consent.



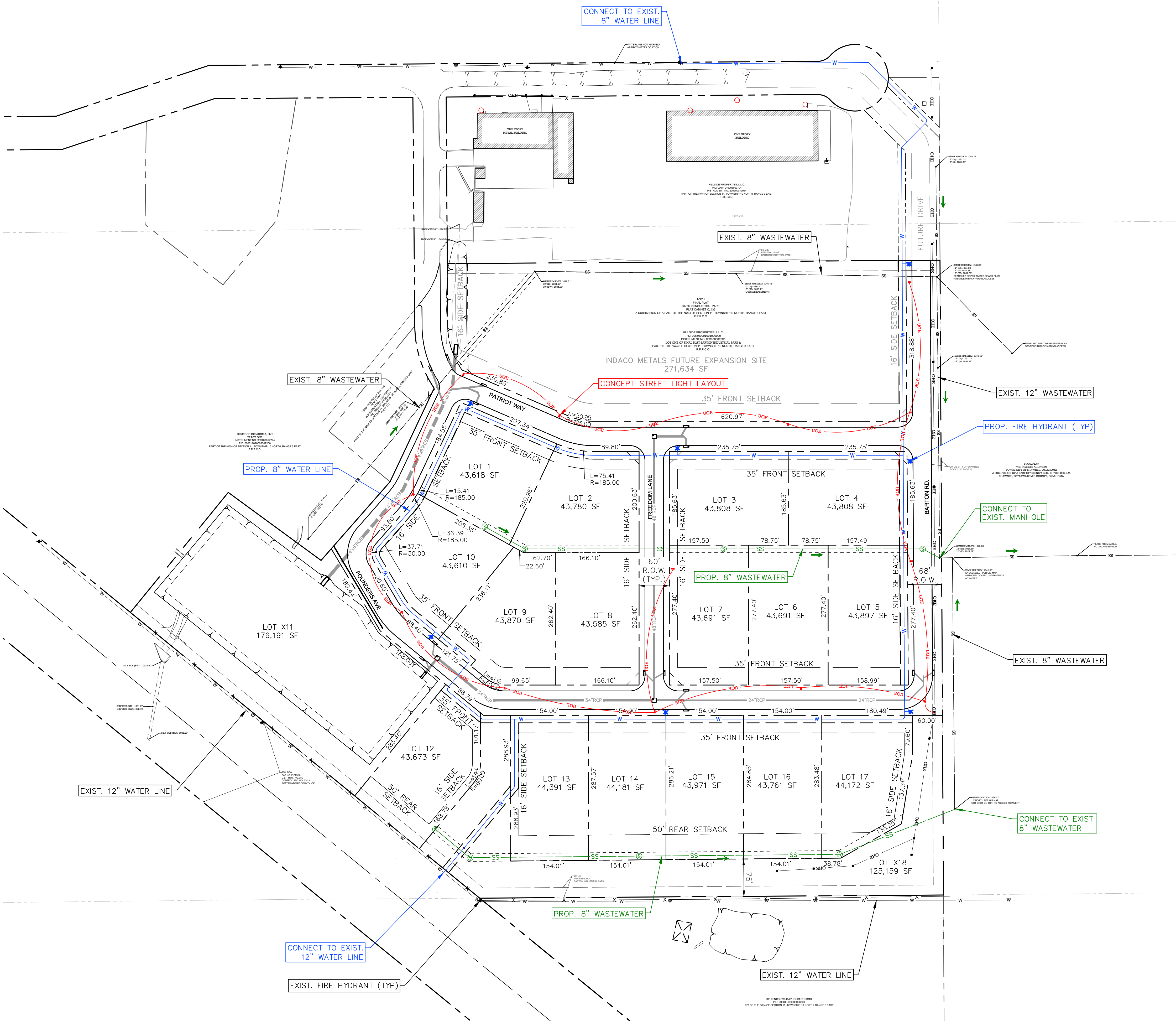
SCALE: 1" = 100'  
100' 0' 50' 100' 200'

**LEGEND**

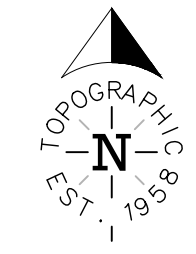
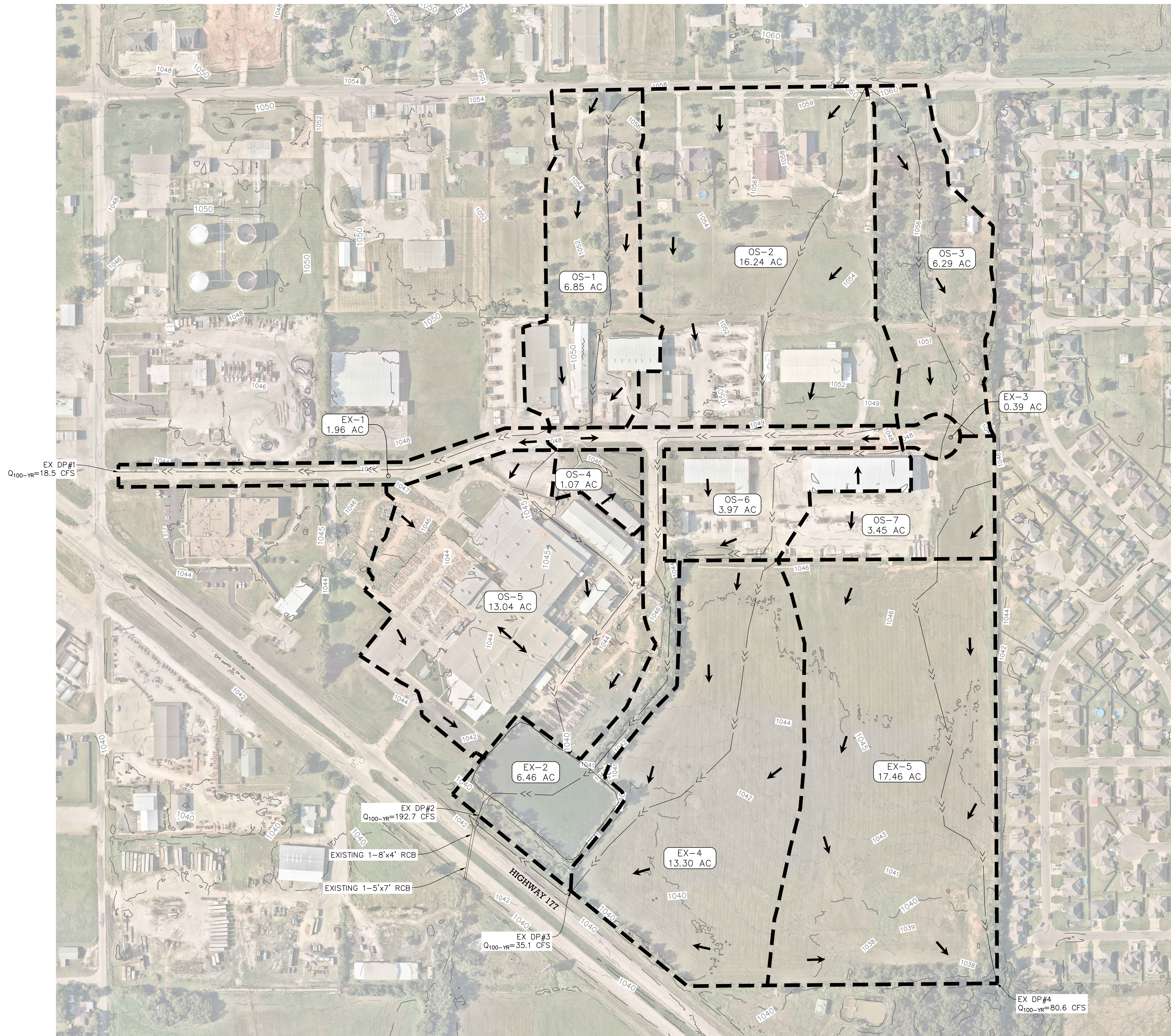
- RED** ELECTRIC POWER LINES, CABLES OR CONDUIT, AND LIGHT CABLES
- YELLOW** GAS, OIL, STEAM, PETROLEUM, OR GASEOUS MATERIALS
- ORANGE** COMMUNICATION, ALARM OR SIGNAL LINES, CABLES OR CONDUITS AND FIBER.
- BLUE** POTABLE WATER.
- PURPLE** SLURRY, IRRIGATION AND RECLAIMED WATER.
- GREEN** SANITARY SEWER, STORM DRAINAGE FACILITIES AND OTHER DRAIN LINES.

PRELIMINARY. THIS DRAWING SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS FINAL CONSTRUCTION DRAWINGS.

PLANS PREPARED UNDER THE DIRECT SUPERVISION OF COURTNEY C. COATES, P.E. OKLAHOMA REGISTRATION NO. 29858



C:\SURV\TAP\_ARCHITECTURE\_LL\INDCOO\_METALS\_PUD\_SHAWNEE\_SURVEY\CIVIL\PLAN\_SHEETS\INDRAINAGE\_DWG\_12172025\_7:56 AM\_walter\_sargent



SCALE: 1" = 150'  
150' 0' 75' 150' 300'

**LEGEND**

---	PROPERTY LINE	---	WOOD FENCE
---	ADJOINER LINE	---	CHAIN LINK FENCE
---	EASEMENT	---	BURIED CABLE
---	OVERHEAD ELECTRIC	---	BURIED WATER
---	ASPHALT PAVEMENT	---	BURIED GAS
---	EDGE OF GRAVEL	---	BURIED ELECTRIC
---	BARBED WIRE FENCE	---	BURIED SEWER LINE
---	UTILITY POLE	---	FIRE HYDRANT
---	GUY WIRE	---	WATER METER
---	TELEPHONE VAULT	---	WATER VALVE
---	FIBER OPTIC VAULT	---	WATER VAULT
---	TELEPHONE PEDESTAL	---	GAS METER
---	DRAINAGE ARROW	---	GAS VALVE
---	TIME OF CONCENTRATION	---	EXISTING CONTOUR
---	DRAINAGE DIVIDE	---	PROPOSED CONTOUR
---		---	PHASE BOUNDARY

EX-1	PRE-DEVELOPMENT ID
1.16	AREA IN ACRES
7.5	Q

PRELIMINARY. THIS DRAWING SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS FINAL CONSTRUCTION DRAWINGS.

PLANS PREPARED UNDER THE DIRECT SUPERVISION OF COURTNEY C. COATES, P.E. OKLAHOMA REGISTRATION NO. 29858



**TOPOGRAPHIC**  
LOYALTY INNOVATION LEGACY

1900 WHEELER WAY - OKLAHOMA CITY, OKLAHOMA 73114  
TELEPHONE: (405) 842-8427 OR (405) 664-3218  
CERTIFICATE OF AUTHORIZATION NO. 12981.S  
WWW.TOPOGRAPHIC.COM



12/17/2025

PROJECT

**BARTON INDUSTRIAL PARK**  
3 AMERICAN WAY  
SHAWNEE, OK 74804

ISSUES / REVISIONS

SHEET TITLE  
**EXISTING DRAINAGE AREA MAP**

SHEET NUMBER  
**C120**

PROJECT NUMBER  
**2317**

All drawings and written materials herein constitute original work of TAP Architecture and may only be duplicated with their written consent.

**FLOODPLAIN INFORMATION**

- THE PROPERTY IS LOCATED WITHIN FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) DESIGNATED AS ZONE X, AREA OF MINIMAL FLOOD HAZARD.
- ACCORDING TO FEMA, THIS AREA IS IDENTIFIED ON THE REVISED FLOOD INSURANCE RATE MAP (FIRM) FOR POTTAWATOMIE COUNTY, OKLAHOMA (MAP NO. 40125C0202J), WITH AN EFFECTIVE DATE OF MAY 16, 2019.

**HYDROLOGIC DATA**

HYDROLOGIC ANALYSIS WAS CONDUCTED IN ACCORDANCE WITH THE 2024 CITY OF SHAWNEE, OKLAHOMA ENGINEERING DESIGN MANUAL.

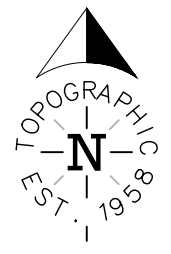
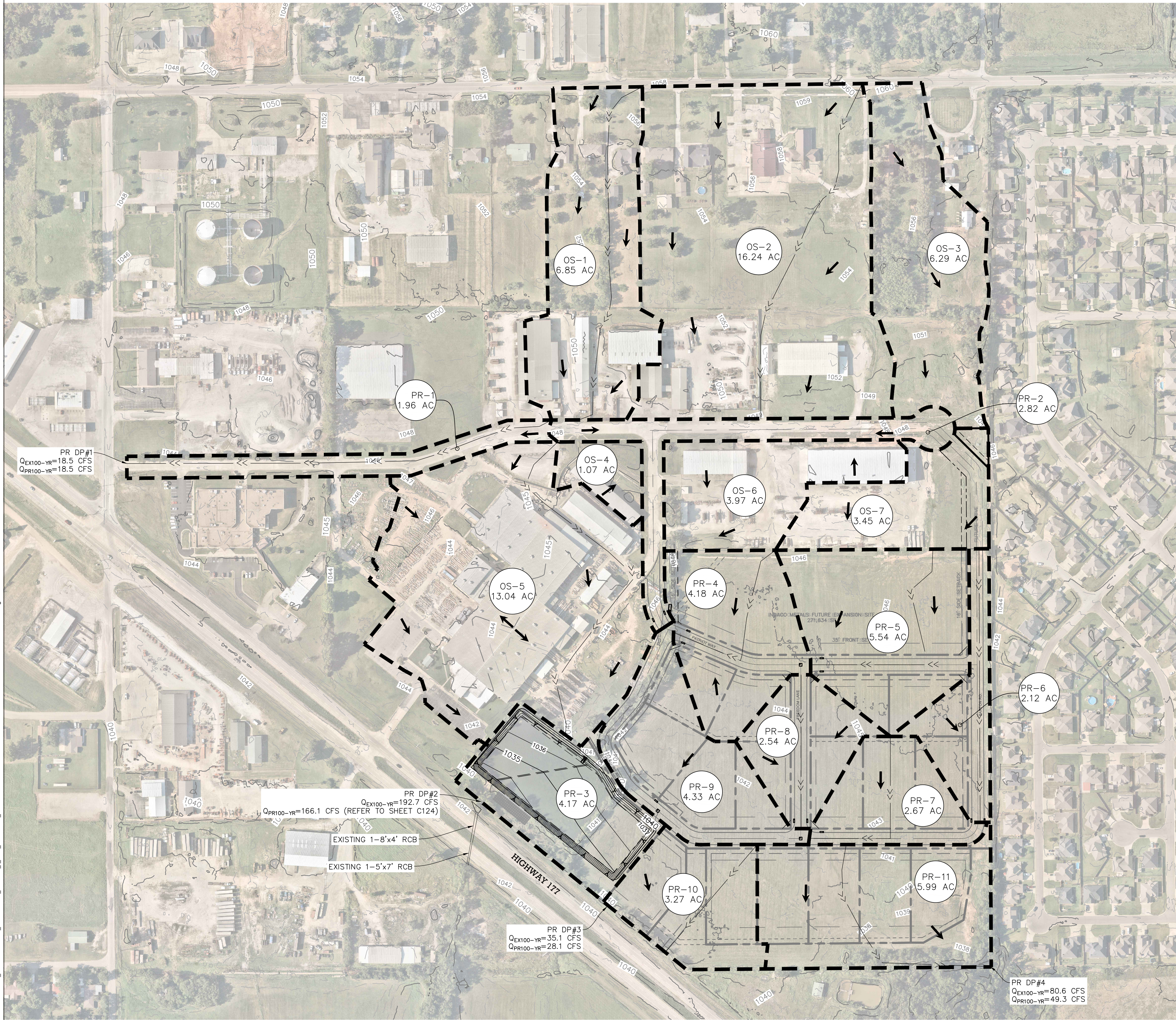
- RUNOFF COEFFICIENT C ARE BASED ON TABLE 6.3.
- TIME OF CONCENTRATION WAS CALCULATED USING EQUATIONS FROM SUBCHAPTER 6.3.B.2 OUTLINED IN THE MANUAL.
- RAINFALL INTENSITY VALUES WERE DETERMINED USING INTENSITY-DURATION-FREQUENCY COEFFICIENTS FROM TABLE 6.5 AND CALCULATED TIME OF CONCENTRATION.

**TOPOGRAPHIC DATA**

- OFF-SITE TOPOGRAPHIC ELEVATION INFORMATION DERIVED FROM USGS (3DEP) GATHERED IN 2022, PUBLISHED AND UPDATED IN 12/31/2024 AND 01/03/2025, RESPECTIVELY. THE 3DEP IS 1 METER RESOLUTION. THE DEM IS IDENTIFIED WITH THE FOLLOWING ID: USGS 1 Meter 14 x68y392 OK\_Statewide\_D22. THE DATA IS DISTRIBUTED IN GEOGRAPHIC COORDINATES (DECIMAL DEGREES) AND FOLLOWS THE NORTH AMERICAN DATUM OF 1983 (NAD 83), SITUATED IN THE OKLAHOMA STATE SOUTH ZONE (FTUS). DOWNLOADED FROM THE NATIONAL MAP DOWNLOAD APPLICATION (HTTPS://APPS.NATIONALMAP.GOV) ON 08/05/2025. FIELD VERIFICATION WAS NOT PERFORMED.
- ON-SITE TOPOGRAPHIC ELEVATION WAS SURVEYED BY TOPOGRAPHIC, CO. ON NOVEMBER, 2023. FIELD VERIFICATION WAS PERFORMED.
- VERTICAL DATUM IS REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).

**IMAGE DATA**

- ORTHOGRAPHIC AERIAL IMAGE FILES DOWNLOADED FROM NEARMAP, 08/11/2025, (HTTPS://NEARMAP.COM). AERIAL PHOTOGRAPHY OBTAINED AUGUST 2025.



SCALE: 1" = 150'  
150' 0' 75' 150' 300'

**LEGEND**

---	PROPERTY LINE	—○—○—	WOOD FENCE
---	ADJOINER LINE	—○—○—	CHAIN LINK FENCE
---	EASEMENT	—○—○—	BURIED CABLE
---	OVERHEAD ELECTRIC	—○—○—	BURIED WATER
---	ASPHALT PAVEMENT	—○—○—	BURIED GAS
---	EDGE OF GRAVEL	—○—○—	BURIED ELECTRIC
---	BARBED WIRE FENCE	—○—○—	BURIED SEWER LINE
---	UTILITY POLE	—○—○—	FIRE HYDRANT
---	GUY WIRE	—○—○—	WATER METER
---	TELEPHONE VAULT	—○—○—	WATER VALVE
---	FIBER OPTIC VAULT	—○—○—	WATER VAULT
---	TELEPHONE PEDESTAL	—○—○—	GAS METER
---	DRAINAGE ARROW	—○—○—	GAS VALVE
---	TIME OF CONCENTRATION	—○—○—	EXISTING CONTOUR
---	CONCENTRATION	—○—○—	PROPOSED CONTOUR
---	DRAINAGE DIVIDE	—○—○—	PHASE BOUNDARY

PRELIMINARY. THIS DRAWING SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS FINAL CONSTRUCTION DRAWINGS.

PLANS PREPARED UNDER THE DIRECT SUPERVISION OF COURTNEY C. COATES, P.E. OKLAHOMA REGISTRATION NO. 29858

**FLOODPLAIN INFORMATION**  
1. THE PROPERTY IS LOCATED WITHIN FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) DESIGNATED AS ZONE X, AREA OF MINIMAL FLOOD HAZARD.  
2. ACCORDING TO FEMA, THIS AREA IS IDENTIFIED ON THE REVISED FLOOD INSURANCE RATE MAP (FIRM) FOR POTTAWATOMIE COUNTY, OKLAHOMA (MAP NO. 40125C0202J), WITH AN EFFECTIVE DATE OF MAY 16, 2019.

**HYDROLOGIC DATA**  
HYDROLOGIC ANALYSIS WAS CONDUCTED IN ACCORDANCE WITH THE 2024 CITY OF SHAWNEE, OKLAHOMA ENGINEERING DESIGN MANUAL.  
1. RUNOFF COEFFICIENT C ARE BASED ON TABLE 6.3.  
2. TIME OF CONCENTRATION WAS CALCULATED USING EQUATIONS FROM SUBCHAPTER 6.3.B.2 OUTLINED IN THE MANUAL.  
3. RAINFALL INTENSITY VALUES WERE DETERMINED USING INTENSITY-DURATION-FREQUENCY COEFFICIENTS FROM TABLE 6.5 AND CALCULATED TIME OF CONCENTRATION.

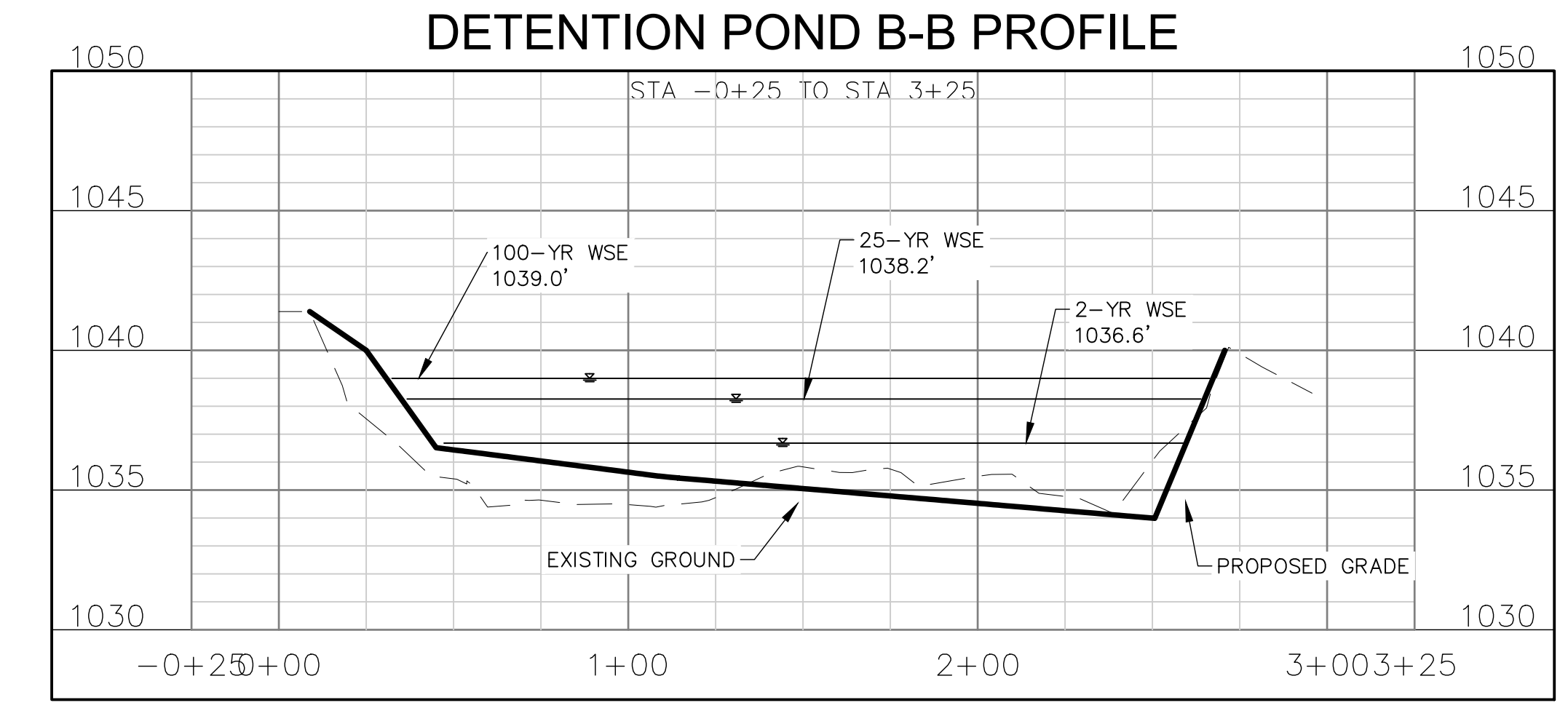
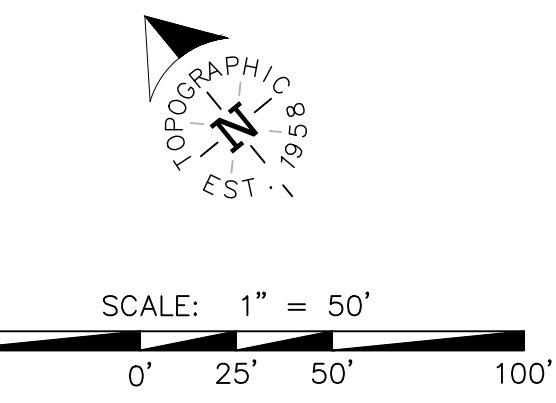
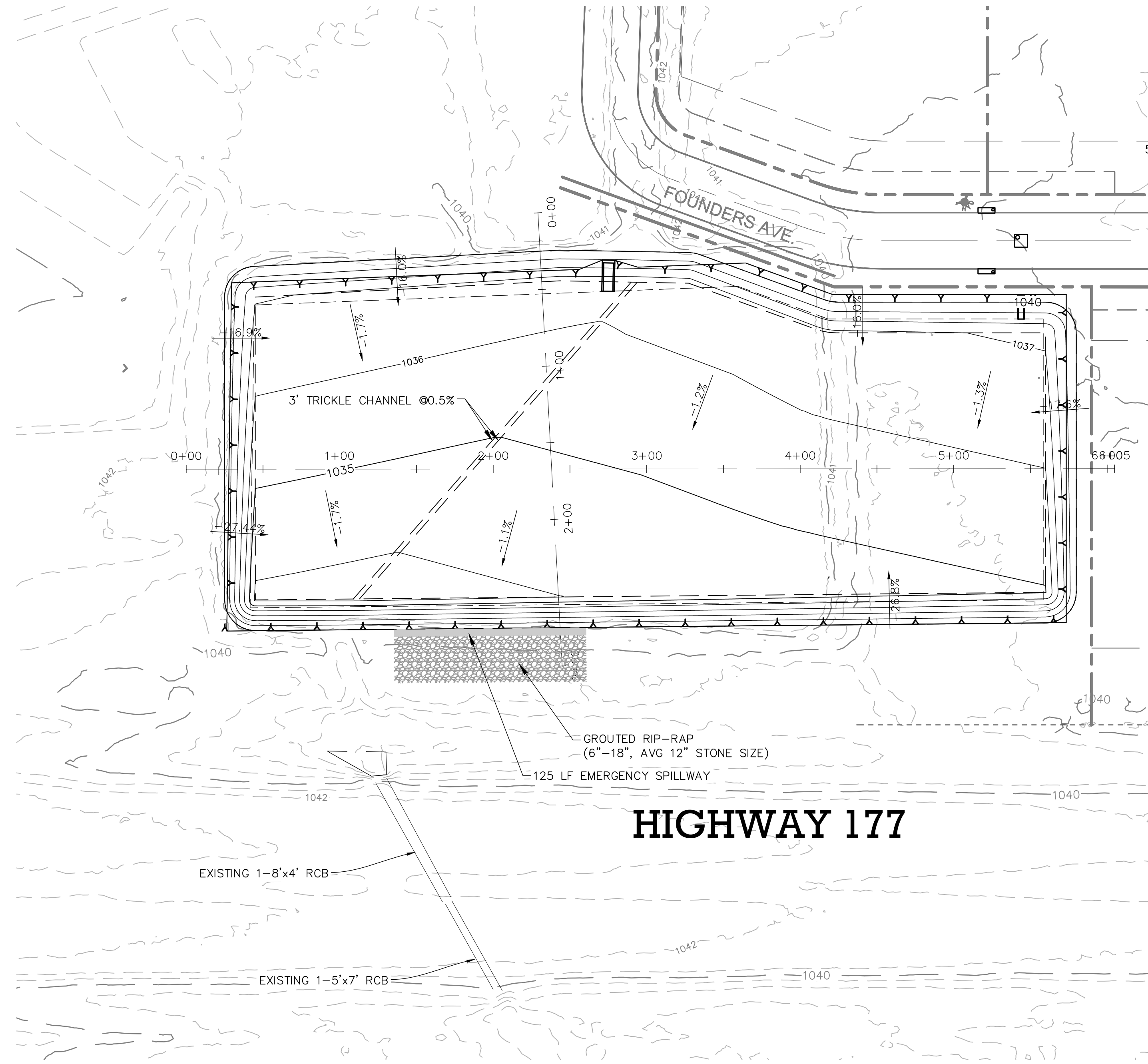
**TOPOGRAPHIC DATA**  
1. OFF-SITE TOPOGRAPHIC ELEVATION INFORMATION DERIVED FROM USGS (3DEP) GATHERED IN 2022, PUBLISHED AND UPDATED IN 12/31/2024 AND 01/03/2025, RESPECTIVELY. THE 3DEP IS 1 METER RESOLUTION. THE DEM IS IDENTIFIED WITH THE FOLLOWING ID: USGS 1 Meter 14 x68y392 OK\_Statewide\_D22. THE DATA IS DISTRIBUTED IN GEOGRAPHIC COORDINATES (DECIMAL DEGREES) AND FOLLOWS THE NORTH AMERICAN DATUM OF 1983 (NAD 83), SITUATED IN THE OKLAHOMA STATE SOUTH ZONE (FTUS). DOWNLOADED FROM THE NATIONAL MAP DOWNLOAD APPLICATION (HTTPS://APPS.NATIONALMAP.GOV) ON 08/05/2025. FIELD VERIFICATION WAS NOT PERFORMED.  
2. ON-SITE TOPOGRAPHIC ELEVATION WAS SURVEYED BY TOPOGRAPHIC, CO. ON NOVEMBER, 2023. FIELD VERIFICATION WAS PERFORMED.  
3. VERTICAL DATUM IS REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).

**IMAGE DATA**  
1. ORTHOGRAPHIC AERIAL IMAGE FILES DOWNLOADED FROM NEARMAP, 08/11/2025, (HTTPS://NEARMAP.COM). AERIAL PHOTOGRAPHY OBTAINED AUGUST 2025.

Area	Composite C Value				Total Area Provided	Total Area	Weighted C Value
	0.60 (Acree Residential)	0.95 (Industrial areas)	0.50 (Pasture Heavy Soil)	0.95 (Water Surfaces)			
<b>EXISTING DRAINAGE AREAS</b>							
OS-1	3.45	3.40			6.85	6.85	0.77
OS-2	10.79	5.45			16.24	16.24	0.72
OS-3	4.29	2.00			6.29	6.29	0.71
OS-4	1.07	1.07			1.07	1.07	0.95
OS-5		13.04			13.04	13.04	0.95
OS-6		3.97			3.97	3.97	0.95
OS-7		3.45			3.45	3.45	0.95
EX-1	1.96				1.96	1.96	0.95
EX-2	4.32		2.14		6.46	6.46	0.95
EX-3			0.39		0.39	0.39	0.50
EX-4			13.30		13.30	13.30	0.50
EX-5			17.46		17.46	17.46	0.50
<b>EXISTING DESIGN POINTS</b>							
EX DP#1	1.96				1.96	1.96	0.95
EX DP#2	14.24	31.25	0.00	2.14	47.63	47.63	0.85
EX DP#3			13.30		13.30	13.30	0.50
EX DP#4	4.29	5.45	17.85		27.59	27.59	0.60
<b>PROPOSED DRAINAGE AREAS</b>							
OS-1	3.45	3.40			6.85	6.85	0.77
OS-2	10.79	5.45			16.24	16.24	0.72
OS-3	4.29	2.00			6.29	6.29	0.71
OS-4	1.07	1.07			1.07	1.07	0.95
OS-5		13.04			13.04	13.04	0.95
OS-6	3.97				3.97	3.97	0.95
OS-7	3.45				3.45	3.45	0.95
PR-1	1.96				1.96	1.96	0.95
PR-2	2.82		1.25	2.92	4.17	4.17	0.82
PR-3					4.17	4.17	0.82
PR-4	4.18				4.18	4.18	0.95
PR-5	5.54				5.54	5.54	0.95
PR-6	2.12				2.12	2.12	0.95
PR-7	2.67				2.67	2.67	0.95
PR-8	2.54				2.54	2.54	0.95
PR-9	4.33				4.33	4.33	0.95
PR-10	2.57	0.70			3.27	3.27	0.85
PR-11	4.29	1.70			5.99	5.99	0.82
<b>PROPOSED DESIGN POINTS</b>							
PR DP#1	1.96				1.96	1.96	0.95
PR TO DET POND	18.53	56.58	1.25	2.92	79.28	79.28	0.86
PR DP#2							
PR DP#3		3.27			3.27	3.27	0.95
PR DP#4		5.99			5.99	5.99	0.95

Area No.	Area (acres)	Runoff 'C'	Time of Conc. (min)	DRAINAGE AREA CALCULATIONS (RATIONAL METHOD)											Comments	
				2-year Intensity (in/hr)	2-year Runoff (cfs)	5-year Intensity (in/hr)	5-year Runoff (cfs)	10-year Intensity (in/hr)	10-year Runoff (cfs)	25-year Intensity (in/hr)	25-year Runoff (cfs)	50-year Intensity (in/hr)	50-year Runoff (cfs)	100-year Intensity (in/hr)		100-year Runoff (cfs)
<b>EXISTING DRAINAGE AREAS</b>																
OS-1	6.85	0.77	32	2.49	13.2	3.24	17.2	3.74	19.8	4.46	23.7	4.99	26.5	5.60	29.7	DRAINS TO EXISTING RCP CULVERT AT AMERICAN WAY
OS-2	16.24	0.72	32	2.46	28.7	3.21	37.4	3.71	43.2	4.43	51.6	4.95	57.7	5.55	64.7	DRAINS TO EX-2
OS-3	6.29	0.71	32	2.49	11.2	3.24	14.5	3.75	16.8	4.47	20.0	5.00	22.4	5.61	25.1	DRAINS TO EX-3
OS-4	1.07	0.95	5	5.75	5.8	6.83	6.9	7.89	8.0	8.72	8.9	9.75	9.9	10.76	10.9	DRAINS TO EXISTING RCP CULVERT AT EAGLE RD
OS-5	13.04	0.95	13	3.99	49.4	4.97	61.5	5.74	71.1	6.61	81.8	7.39	91.5	8.20	101.6	DRAINS TO EXISTING RETENTION POND
OS-6	3.97	0.95	13	4.10	15.5	5.08	19.2	5.88	22.2	6.75	25.4	7.55	28.5	8.37	31.6	DRAINS TO EXISTING DITCH
OS-7	3.45	0.95	23	3.00	9.8	3.84	12.6	4.44	14.6	5.23	17.1	5.85	19.2	6.53	21.4	DRAINS TO EX-5
EX-1	1.96	0.95	7	5.14	9.6	6.19	11.5	7.16	13.3	8.03	14.9	8.98	16.7	9.92	18.5	DRAINS TO DESIGN POINT #1
EX-2	6.46	0.95	12	4.19	25.7	5.18	31.8	5.99	36.7	6.86	42.1	7.67	47.1	8.51	52.2	DRAINS TO EXISTING RETENTION POND; DESIGN POINT #2
EX-3	0.39	0.50	14	3.90	0.8	4.87	0.9	5.63	1.1	6.49	1.3	7.26	1.4	8.06	1.6	DRAINS TO OS-7
EX-4	13.30	0.50	35	2.32	15.4	3.04	20.2	3.51	23.3	4.20	28.0	4.70	31.3	5.28	35.1	DRAINS OFFSITE SOUTH TO DESIGN POINT #3
EX-5	17.46	0.50	31	2.52	22.0	3.27	28.6	3.78	33.0	4.51	39.4	5.04	44.0	5.65	49.3	DRAINS OFFSITE SOUTH TO DESIGN POINT #4
<b>EXISTING DESIGN POINTS</b>																
EX DP#1	1.96	0.95	7	5.14	9.6	6.19	11.5	7.16	13.3	8.03	14.9	8.98	16.7	9.92	18.5	SAME AS EX-1
EX DP#2	47.63	0.85	42	2.07	83.2	2.73	109.9	3.15	127.0	3.80	153.0	4.25	171.1	4.78	192.7	COMBINED AREAS: OS-1, OS-2, OS-4, OS-5, OS-6, EX-2
EX DP#3	13.30	0.50	35	2.32	15.4	3.04	20.2	3.51	23.3	4.20	28.0	4.70	31.3	5.28	35.1	SAME AS EX-4
EX DP#4	27.59	0.60	42	2.09	34.9	2.76	46.0	3.19	53.2	3.84	64.0	4.29	71.6	4.83	80.6	COMBINED AREAS: OS-3, OS-7, EX-3, EX-5
<b>PROPOSED DRAINAGE AREAS</b>																
OS-1	6.85	0.77	32	2.49	13.2	3.24	17.2	3.74	19.8	4.46	23.7	4.99	26.5	5.60	29.7	DRAINS TO EXISTING RCP CULVERT AT AMERICAN WAY
OS-2	16.24	0.72	32	2.46	28.7	3.21	37.4	3.71	43.2	4.43	51.6	4.95	57.7	5.55	64.7	DRAINS TO PR-2
OS-3	6.29	0.71	32	2.49	11.2	3.24	14.5	3.75	16.8	4.47	20.0	5.00	22.4	5.61	25.1	DRAINS TO OS-7
OS-4	1.07	0.95	5	5.75	5.8	6.83	6.9	7.89	8.0	8.72	8.9	9.75	9.9	10.76	10.9	DRAINS TO EXISTING RCP CULVERT AT EAGLE RD
OS-5	13.04	0.95	13	3.99	49.4	4.97	61.5	5.74	71.1	6.61	81.8	7.39	91.5	8.20	101.6	DRAINS TO PROPOSED DETENTION POND
OS-6	3.97	0.95	13	4.10	15.5	5.08	19.2	5.88	22.2	6.75	25.4	7.55	28.5	8.37	31.6	DRAINS TO PROPOSED STORM DRAIN
OS-7	3.45	0.95	23	3.00	9.8	3.84	12.6	4.44	14.6	5.23	17.1	5.85	19.2	6.53	21.4	DRAINS TO PR-5
PR-1	1.96	0.95	7	5.14	9.6	6.19	11.5	7.16	13.3	8.03	14.9	8.98	16.7	9.92	18.5	DRAINS TO DESIGN POINT #1
PR-2	2.82	0.95	16	3.61	9.7	4.54	12.2	5.25	14.1	6.10	16.3	6.82	18.3	7.58	20.3	DRAINS TO PROPOSED STORM DRAIN
PR-3	4.17	0.82	5	5.75	19.6	6.83	23.2	7.89	26.8	8.72	29.6	9.75	33.2	10.76	36.6	DRAINS TO PROPOSED DETENTION POND; DESIGN POINT #2
PR-4	4.18	0.95	11	4.44	17.6	5.45	21.7	6.30	25.0	7.18	28.5	8.03	31.9	8.90	35.3	DRAINS TO PROPOSED STORM INLET
PR-5	5.54	0.95	12	4.27	22.5	5.27	27.8	6.10	32.1	6.97	36.7	7.80	41.0	8.65	45.5	DRAINS TO PROPOSED STORM INLET
PR-6	2.12	0.95	13	4.08	8.2	5.06	10.2	5.85	11.8	6.72	13.5	7.52	15.1	8.34	16.8	DRAINS TO PROPOSED STORM INLET
PR-7	2.67	0.95	10	4.50	11.4	5.52	14.0	6.38	16.2	7.26	18.4	8.12	20.6	8.99	22.8	DRAINS TO PROPOSED STORM INLET
PR-8	2.54	0.95	10	4.49	10.8	5.50	13.3	6.36	15.4	7.24	17.5	8.10	19.5	8.97	21.6	DRAINS TO PROPOSED STORM INLET
PR-9	4.33	0.95	11	4.44	18.3	5.46	22.4	6.31	26.0	7.18	29.6	8.03	33.0	8.90	36.6	DRAINS TO PROPOSED STORM INLET
PR-10	3.27	0.85	10	4.54	12.7	5.56	15.5	6.43	18.0	7.31	20.4	8.17	22.8	9.05	25.3	DRAINS OFFSITE SOUTH TO DESIGN POINT #3
PR-11	5.99	0.82	12	4.28	21.1	5.28	26.0	6.11	30.1	6.98	34.4	7.81	38.5	8.66	42.7	DRAINS OFFSITE SOUTH TO DESIGN POINT #4
<b>PROPOSED DESIGN POINTS</b>																
PR DP#1	1.96	0.95	7	5.14	9.6	6.19	11.5	7.16	13.3	8.03	14.9	8.98	16.7	9.92	18.5	SAME AS PR-1
PR TO DET POND	79.28	0.86	46	1.97	134.2	2.60	177.8	3.01	205.6	3.64	248.2	4.07	277.5	4.58	312.9	COMBINED AREAS: OS-1 TO OS-7, PR-2 TO PR-10
PR DP#2					76.0		93.9		111.9		135.9		149.9		166.1	REFER TO DETENTION POND CALCULATIONS
PR DP#3	3.27	0.95	10	4.54	14.1	5.56	17.3	6.43	20.0	7.31	22.7	8.17	25.4	9.05	28.1	SAME AS PR-11
PR DP#4	5.99	0.95	12	4.28	24.4	5.28	30.1	6.11	34.8	6.98	39.7	7.81	44.4	8.66	49.3	SAME AS PR-12

Area No.	Time of Concentration (City of Shawnee)									
	Overland Flow					Ditch, Channel, Gutter, Storm Sewer			Time of Conc. (min)	
	Type of Cover "K" Retardance	Retardance Factor "K"	Length of the Overland Flow (ft)	Slope (ft/ft)	Overland Flow Time To (min)	Flow Path Length FPL (min)	Velocity (ft/s)	Travel Time (min)	Calculated	Adjusted for Min/Max
<b>EXISTING DRAINAGE AREAS</b>										
OS-1	Average Grass	1	1000.0	0.012	31.20	91.2	3.0	0.51	31.71	32
OS-2	Average Grass	1	1000.0	0.011	31.75	85.2	3.0	0.47	32.22	32
OS-3	Average Grass	1	1000.0	0.012	31.20	71.5	3.0	0.40	31.6	32
OS-4	Dense Grass	1.13			0.00	254.2	3.0	1.41	1.41	5
OS-5	Industrial/Pavement	0.372	1000.0	0.008	12.59	152.6	3.0	0.85	13.43	13
OS-6	Industrial/Pavement	0.372	872.3	0.006	12.68			0.00	12.68	13
OS-7	Average Grass	1	309.1	0.006	23.21			0.00	23.21	23



PRELIMINARY. THIS DRAWING SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS FINAL CONSTRUCTION DRAWINGS.

PLANS PREPARED UNDER THE DIRECT SUPERVISION OF COURTNEY C. COATES, P.E. OKLAHOMA REGISTRATION NO. 29858

**DETENTION POND STAGE STORAGE**

**Pond Report**

Hydraul Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2024  
Friday, 12/12/2025

**Pond No. 2 - PROP DET POND**

**Pond Data**

Pond storage is based on user-defined values.

**Stage / Storage Table**

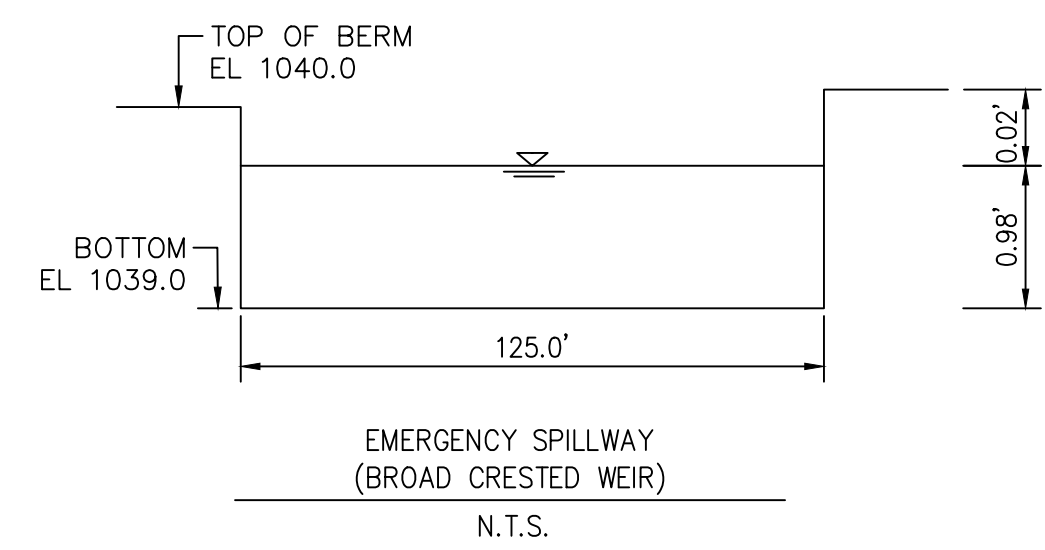
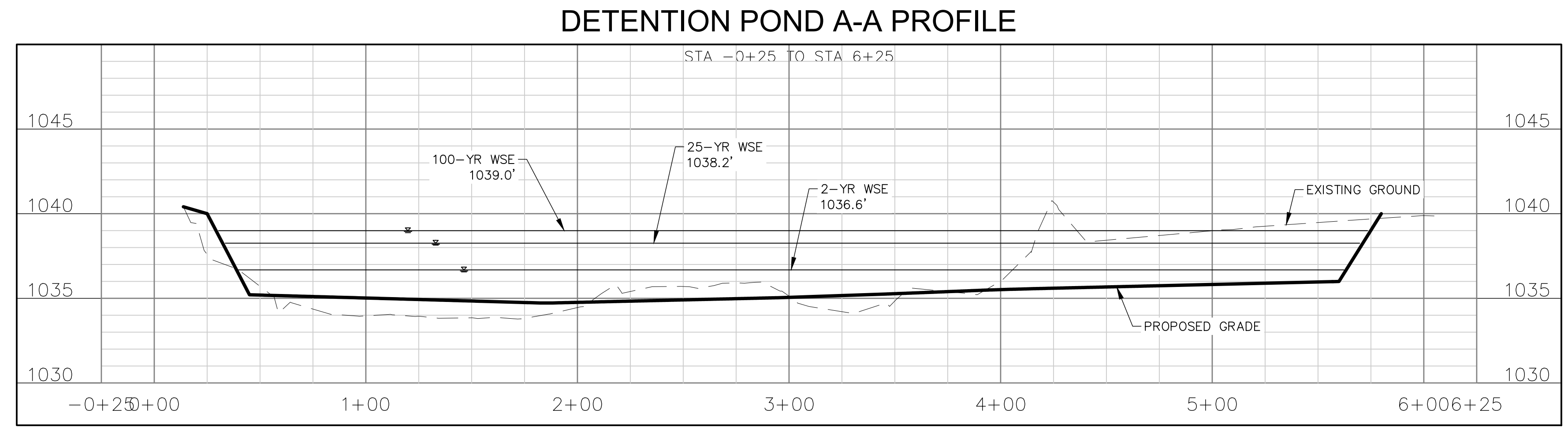
Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (cuft)	Total storage (cuft)
0.00	1033.60	n/a	0	0
0.40	1034.00	n/a	554	554
0.90	1034.50	n/a	4,568	5,122
1.40	1035.00	n/a	12,161	17,283
1.90	1035.50	n/a	22,127	39,410
2.40	1036.00	n/a	32,320	71,730
2.90	1036.50	n/a	42,488	114,218
3.40	1037.00	n/a	50,589	164,798
3.90	1037.50	n/a	53,887	218,685
4.40	1038.00	n/a	55,653	274,338
4.90	1038.50	n/a	57,412	331,748
5.40	1039.00	n/a	59,195	390,943
5.90	1039.50	n/a	61,002	451,945
6.40	1040.00	n/a	62,832	514,776

**Culvert / Orifice Structures**

	[A]	[B]	[C]	[Pr/Rsr]
Rise (in)	= 42.00	0.00	0.00	0.00
Span (in)	= 42.00	0.00	0.00	0.00
No. Barrels	= 2	0	0	0
Invert EL (ft)	= 1033.60	0.00	0.00	0.00
Length (ft)	= 115.00	0.00	0.00	0.00
Slope (%)	= 0.50	0.00	0.00	n/a
N-Value	= .013	.013	.013	n/a
Orifice Coeff.	= 0.60	0.60	0.60	0.60
Multi-Stage	= n/a	No	No	No

**Weir Structures**

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 0.00	0.00	0.00	0.00
Crest EL (ft)	= 0.00	0.00	0.00	0.00
Weir Coeff.	= 3.33	3.33	3.33	3.33
Weir Type	= Broad	—	—	—
Multi-Stage	= No	No	No	No
Exfil. (in/hr)	= 0.000 (by Wet area)	—	—	—
TW Elev. (ft)	= 0.00	—	—	—



**HYDRAULIC CALCULATIONS**  
Q<sub>100-yr</sub> = 312.9 cfs (PROP. CONDITIONS)  
MAX SPILLWAY CAP = 325 CFS  
BOTTOM LENGTH = 125 ft  
WEIR COEFF. = 2.60  
D = 0.98 ft  
V = 2.57 ft/s

### Hydrograph Report

5

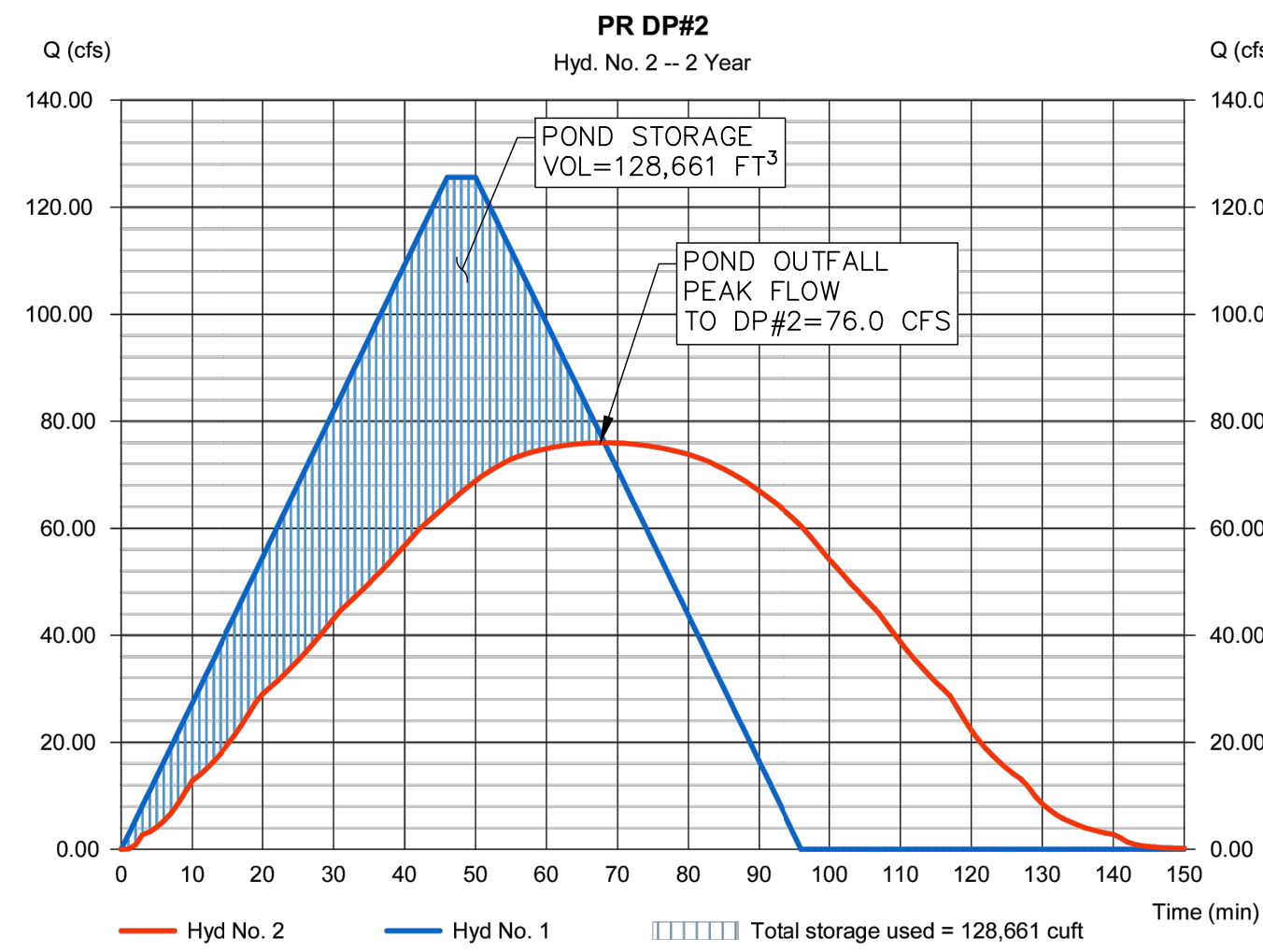
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2024 Friday, 12 / 12 / 2025

#### Hyd. No. 2

PR DP#2

Hydrograph type	= Reservoir	Peak discharge	= 76.00 cfs
Storm frequency	= 2 yrs	Time to peak	= 68 min
Time interval	= 1 min	Hyd. volume	= 376,828 cuft
Inflow hyd. No.	= 1 - PR TO DET POND	Max. Elevation	= 1036.64 ft
Reservoir name	= PROP DET POND	Max. Storage	= 128,661 cuft

Storage Indication method used.



### Hydrograph Report

9

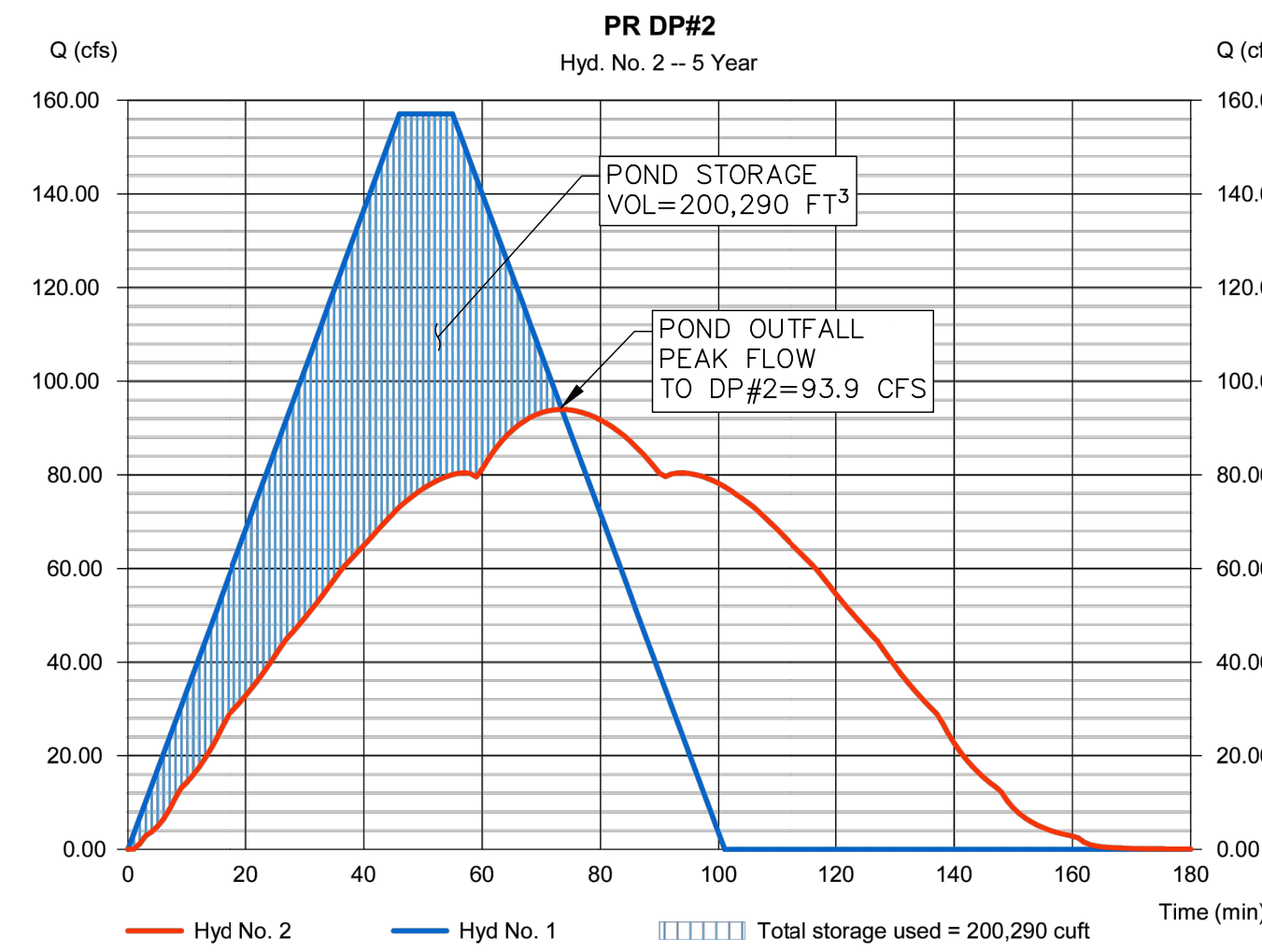
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2024 Friday, 12 / 12 / 2025

#### Hyd. No. 2

PR DP#2

Hydrograph type	= Reservoir	Peak discharge	= 93.94 cfs
Storm frequency	= 5 yrs	Time to peak	= 73 min
Time interval	= 1 min	Hyd. volume	= 518,481 cuft
Inflow hyd. No.	= 1 - PR TO DET POND	Max. Elevation	= 1037.33 ft
Reservoir name	= PROP DET POND	Max. Storage	= 200,290 cuft

Storage Indication method used.



### Hydrograph Report

12

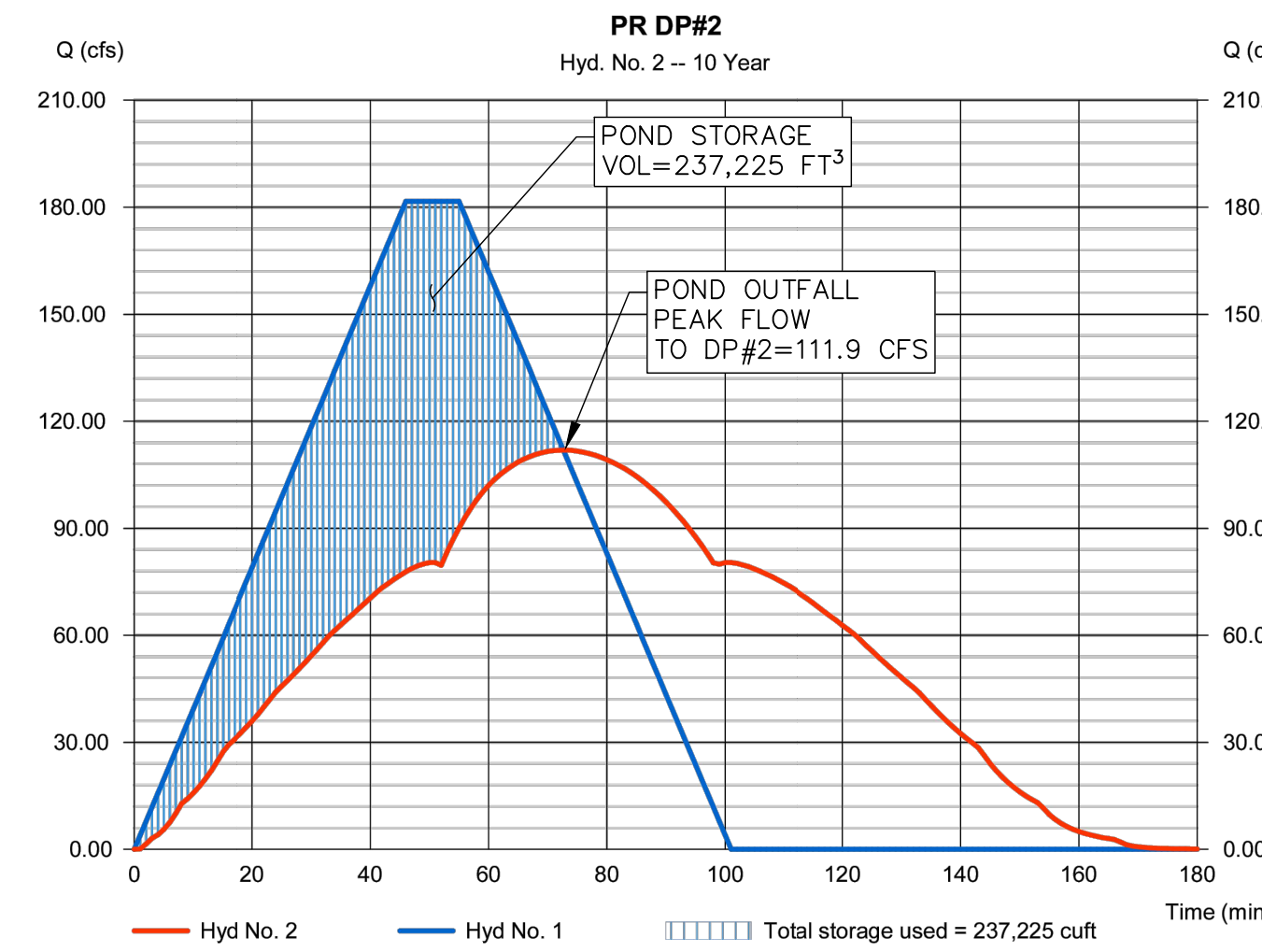
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2024 Friday, 12 / 12 / 2025

#### Hyd. No. 2

PR DP#2

Hydrograph type	= Reservoir	Peak discharge	= 111.90 cfs
Storm frequency	= 10 yrs	Time to peak	= 73 min
Time interval	= 1 min	Hyd. volume	= 599,494 cuft
Inflow hyd. No.	= 1 - PR TO DET POND	Max. Elevation	= 1037.67 ft
Reservoir name	= PROP DET POND	Max. Storage	= 237,225 cuft

Storage Indication method used.



### Hydrograph Report

15

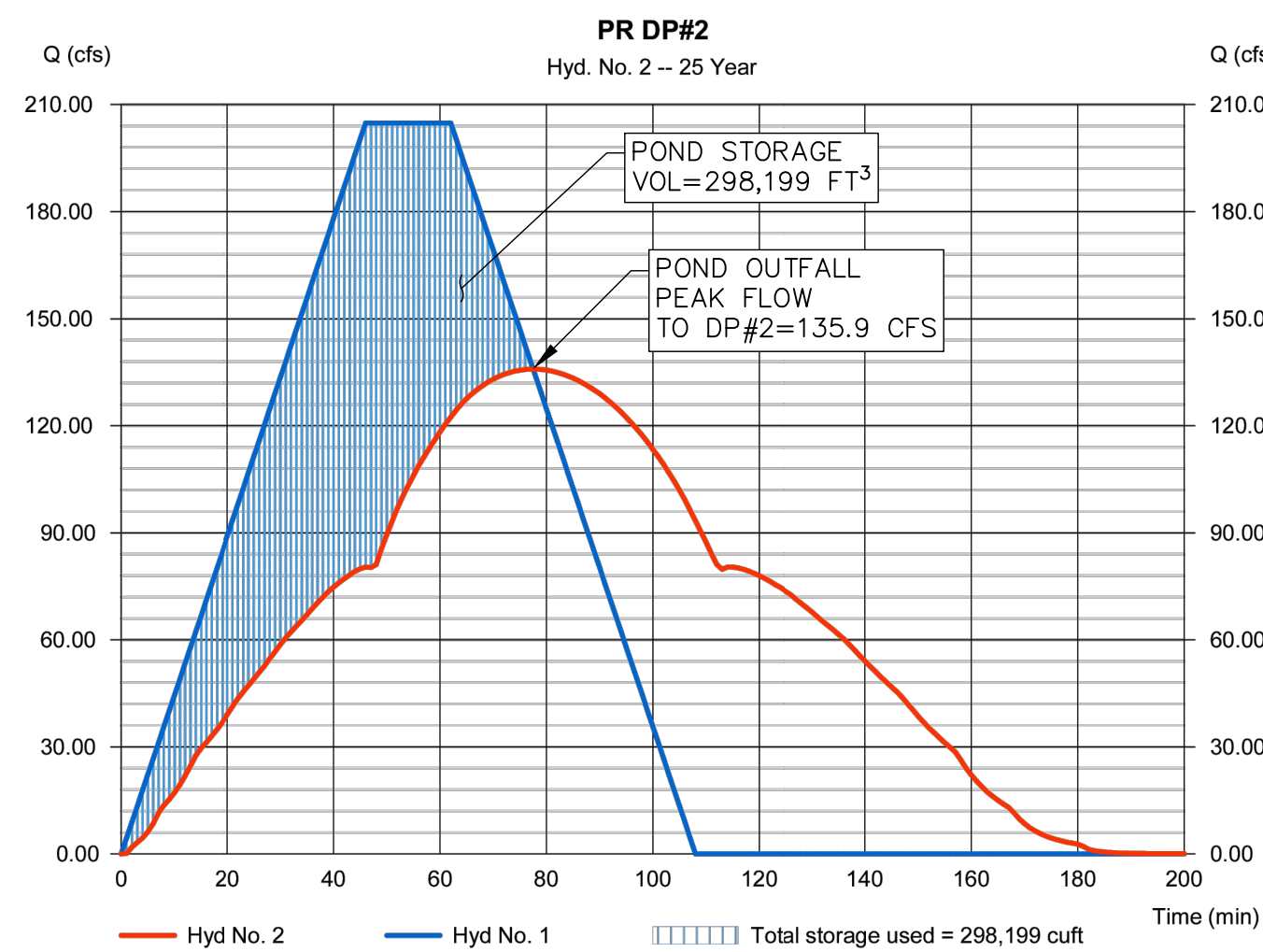
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2024 Friday, 12 / 12 / 2025

#### Hyd. No. 2

PR DP#2

Hydrograph type	= Reservoir	Peak discharge	= 135.87 cfs
Storm frequency	= 25 yrs	Time to peak	= 77 min
Time interval	= 1 min	Hyd. volume	= 761,928 cuft
Inflow hyd. No.	= 1 - PR TO DET POND	Max. Elevation	= 1038.21 ft
Reservoir name	= PROP DET POND	Max. Storage	= 298,199 cuft

Storage Indication method used.



### Hydrograph Report

18

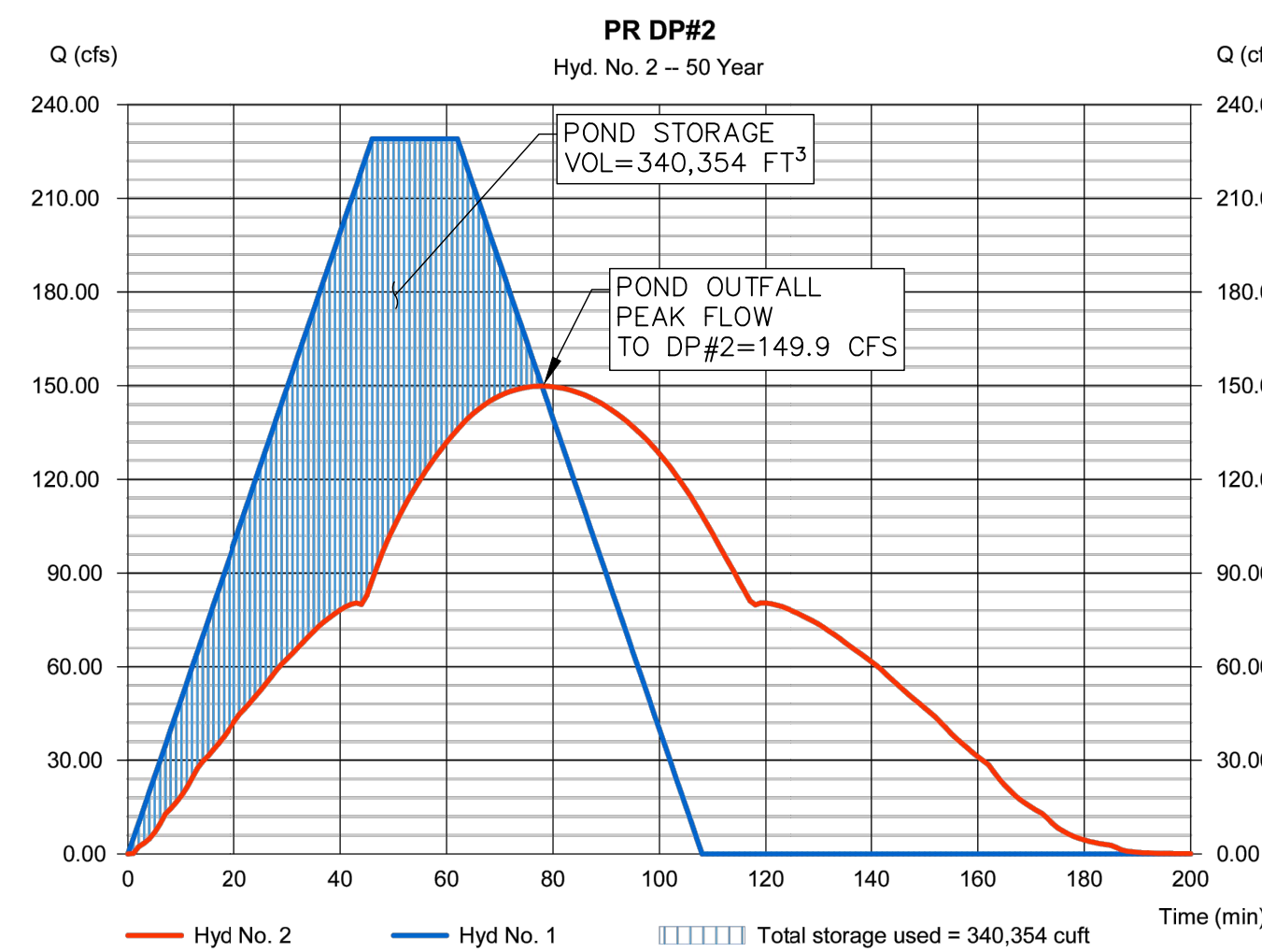
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2024 Friday, 12 / 12 / 2025

#### Hyd. No. 2

PR DP#2

Hydrograph type	= Reservoir	Peak discharge	= 149.87 cfs
Storm frequency	= 50 yrs	Time to peak	= 78 min
Time interval	= 1 min	Hyd. volume	= 852,048 cuft
Inflow hyd. No.	= 1 - PR TO DET POND	Max. Elevation	= 1038.57 ft
Reservoir name	= PROP DET POND	Max. Storage	= 340,354 cuft

Storage Indication method used.



### Hydrograph Report

21

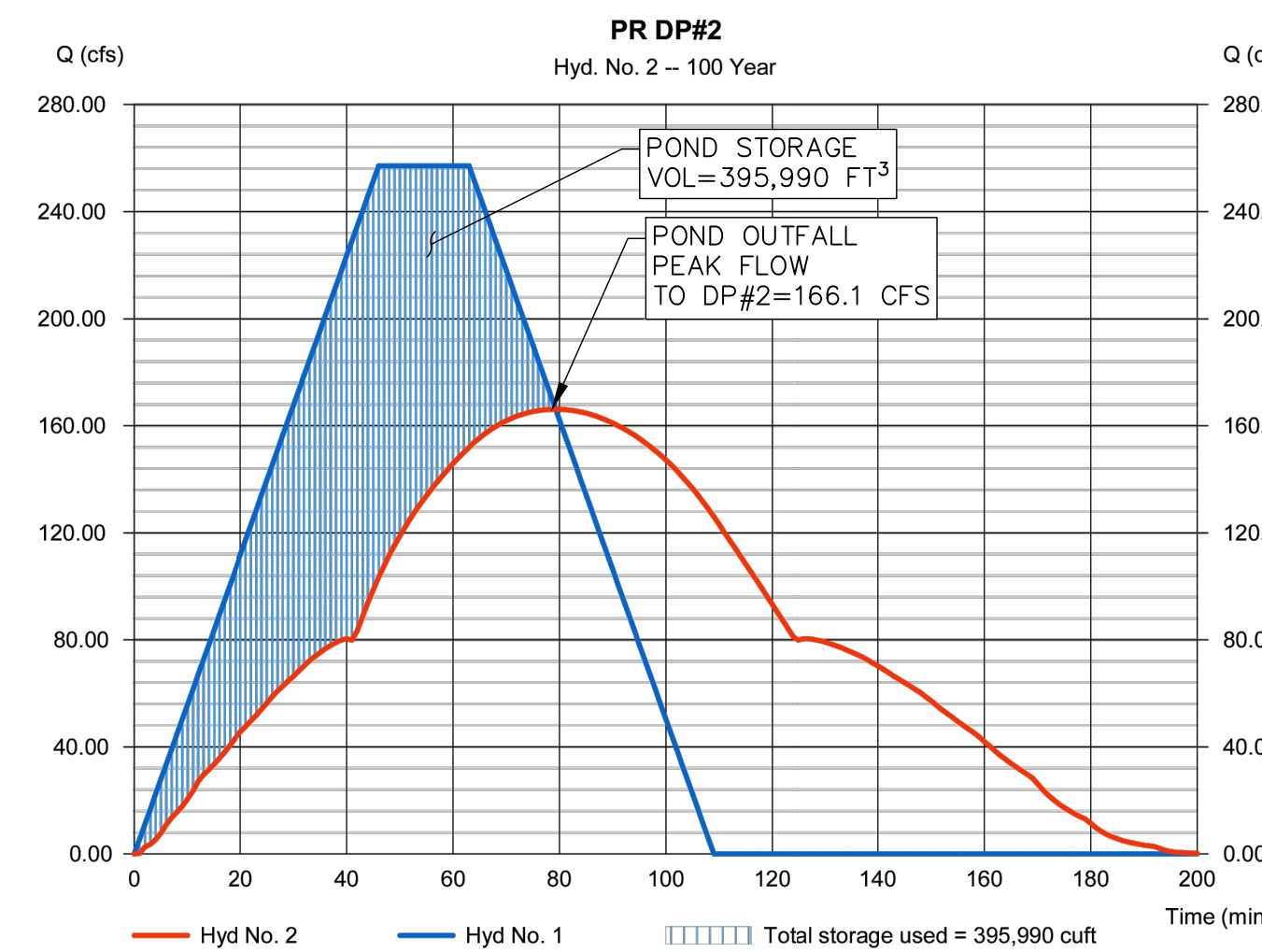
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2024 Friday, 12 / 12 / 2025

#### Hyd. No. 2

PR DP#2

Hydrograph type	= Reservoir	Peak discharge	= 166.14 cfs
Storm frequency	= 100 yrs	Time to peak	= 79 min
Time interval	= 1 min	Hyd. volume	= 971,803 cuft
Inflow hyd. No.	= 1 - PR TO DET POND	Max. Elevation	= 1039.04 ft
Reservoir name	= PROP DET POND	Max. Storage	= 395,990 cuft

Storage Indication method used.



PRELIMINARY. THIS DRAWING SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS FINAL CONSTRUCTION DRAWINGS.

PLANS PREPARED UNDER THE DIRECT SUPERVISION OF COURTNEY C. COATES, P.E. OKLAHOMA REGISTRATION NO. 29858



**TOPOGRAPHIC**  
LOYALTY INNOVATION LEGACY  
1800 WIRELESS WAY - OKLAHOMA CITY, OKLAHOMA 73134  
TELEPHONE: (405) 842-8827 OR (405) 842-8218  
CERTIFICATE OF AUTHORIZATION NO. 12981.S  
WWW.TOPOGRAPHIC.COM



12/17/2025

PROJECT

**BARTON INDUSTRIAL PARK**  
3 AMERICAN WAY  
SHAWNEE, OK 74804

ISSUES / REVISIONS

SHEET TITLE  
**DETENTION POND CALCULATIONS**

SHEET NUMBER  
**C124**

PROJECT NUMBER  
**2317**

All drawings and written materials herein constitute original work of TAP Architecture and may only be duplicated with their written consent.



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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Kimberly Hoover, Finance Director  
**Subject:** Public hearing for an amendment to the City of Shawnee Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2026-2030, encompassing multiple changes.

**Background:** The Capital Improvement Plan (CIP) for Fiscal Years (FY) 2026-2030 was adopted on June 16, 2025. City staff is requesting an amendment to the CIP to make multiple changes. The details are as follows:

**Fund 301 - Capital Improvement Fund** - to increase and change the amounts. Streets Fleet Replacement - Tandem from \$200,000.00 to \$228,000.00. Traffic Fleet Replacement - Bucket Truck from \$150,000.00 to \$179,941.00 actual amount.

**Fund 303 – 2018 Capital Improvement Projects** – to change the amounts to actual costs and moving projects to FY27. Expo Electrical/Mechanical Equipment Upgrades & Replacement from \$200,000.00 to \$150,000.00. Expo Fleet Acquisition ¾ ton purchased FY26 for \$66,189.90. Moving Expo IT Equipment & Upgrades to FY2027 in the amount of \$90,000.00. Lowering the price for Expo Overhead Doors from \$175,000.00 to \$75,000.00 for FY26, FY27, and \$25,000.00 for FY28. The Expo has purchased \$20,000.00 currently. Moving Expo Pylon Sign Repair or Replacement in the amount of \$35,000.00 to FY27. Lowering the cost of the Expo Water Truck from \$100,000.00 to \$64,400.00. Adding \$10,000.00 to Expo WW Gates & Panels. Deleting Heart of Oklahoma Expo Center Enhancements and Remodel line. This was added in error. Fire Station 1 Renovation is being moved from Fund 301 to Fund 303 in the amount of \$350,000.00.

This agenda item provides for a formal public hearing on an amendment to the CIP as set forth in the CIP Policy. Notice of the date, time and location of the public hearing was published in the Shawnee News Star on January 29, 2026.

**Financial Impact:** As described, \$228,000.00 Capital Improvement Fund for Street Fleet Replacement - Tandem; \$179,941.00 Capital Improvement Fund for Traffic Fleet Replacement - Bucket Truck, \$150,000.00 2018 Capital Improvement Projects for Expo Electrical/Mechanical Equipment, \$66,189.90 2018 Capital Improvement Projects for Expo Fleet Acquisition ¾ Ton; \$75,000.00 2018 Capital Improvement Projects Expo Overhead Doors; \$64,400.00 2018 Capital Improvement Projects for purchase of Expo Water Truck; \$10,000.00 for 2018 Capital Improvement Projects for Expo WW Gates & Panels. \$350,000 2018 Capital Improvement Projects for Fire Station 1 Renovation.

**Attachments:** Notice Proof, Amended Capital Projects

**Staff Recommendation:** Conduct Public Hearing



## INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Shawnee News-Star** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(405) 273-4200**.

Notice ID: y40k3jdVqcZPEIRsdI6V | **Proof Updated: Jan. 22, 2026 at 11:08am CST**  
Notice Name: public hearing

### Public Notice

There will be a public hearing held for an amendment to the City of Shawnee's Capital Improvement Plan in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on February 9, 2026. The proposed amendment will be published with the approved Commission Agenda on Thursday, February 5th. Published in Shawnee News-Star January 29, 2026.

#####

## City of Shawnee

### FY 2026-2030 Capital Improvement Plan

Project Title	Expo Electrical/Mechanical Equipment Upgrades & Replacement	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-05	
<p><b>Project Description</b>                  Upgrades to heaters and lighting on Fred Humphrey Pavilion and Otto Krausee buildings.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	150,000	0	0	0	0	0
Facilities	0	0	0	0		0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

## City of Shawnee

### FY 2026-2030 Capital Improvement Plan

Project Title	Expo Fleet Acquisition - 3/4 Ton	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	27-1210-03	
<p><u>Project Description</u>                  Purchase a new three-quarter (3/4) ton diesel truck to support the Heart of Oklahoma EXPO operations.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	66,190	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0		0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$66,190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo IT Equipment & Upgrades	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-01	
Project Description Upgrades to WIFI Equipment for EXPO.		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	90,000	0	0	0	0
Facilities	0	0	0	0		0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	\$0	\$90,000	\$0	\$0	\$	\$0

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo Overhead Replacement	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-03	
<p>Project Description</p> <p>Replace overhead doors at EXPO.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	75,000	75,000	25,000	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

City of Shawnee

FY 2026-2030 Capital Improvement Plan

Project Title	Expo Pylon Sign Repair or Replacement	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-04	
Project Description	Repair or replace broken sign.	



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	35,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo Water Truck	
Category	Public Facilities	
Department	1120 - RECREATION	Pending Project
Ward	Ward 6	
ID	26-1210-02	
<b>Project Description</b> Purchase a Water Truck for dust control at the Expo.		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	66,400	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$66,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

## City of Shawnee

### FY 2026-2030 Capital Improvement Plan

Project Title	Expo WW Gates & Panels	
Category	Public Facilities	
Department	1120 - RECREATION	Pending Project
Ward	Ward 6	
ID	27-1210-02	
<p><u>Project Description</u>                  Replacement of gates and panels for equestrian and livestock events.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$10,000	\$50,000	\$50,000	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$10,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Fire Station 1 Renovation	
Category	Public Safety	
Department	0720 - FIRE SUPPRESSION	Pending Project
Ward	Ward 3	
ID	26-0720-01	
<p><u>Project Description</u>                  New flooring, millwork, paint, fixtures &amp; furniture.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	350,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Streets Fleet Replacement - Tandem	
Category	Streets/Traffic	
Department	0920 - STREETS	Approved Project
Ward	Not Applicable	
ID	24-0920-27	
<p>Project Description</p> <p>Replace Unit 1591, a 2002 tandem.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	228,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$228,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Traffic Fleet Replacement - Bucket Truck	
Category	Streets/Traffic	
Department	0930 - TRAFFIC CONTROL	Approved Project
Ward	Not Applicable	
ID	24-0930-05	
<p>Project Description</p> <p>Replace 2006 bucket truck.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	179,941	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$179,941</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Kimberly Hoover, Finance Director  
**Subject:** Consideration of the amendment to the City of Shawnee Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2026-2030, encompassing multiple changes.

**Background:** At this time, the City Staff is requesting an amendment to the following, previously approved projects:

- Expo Electrical/Mechanical Equipment Upgrades & Replacement
- Expo Fleet Acquisition — 3/4 Ton
- Expo IT Equipment & Upgrades
- Expo Overhead Replacment
- Expo Pylon Sign Repair or Replacement
- Expo Water Truck
- Expo WW Gates & Panels
- Fire Station 1 Renovation
- Streets Fleet Replacement — Tandem
- Traffic Fleet Replacement — Bucket Truck

**Financial Impact:** No new financial impact. Fire Station 1 is being moved from Fund 301 Capital Improvement Fund to Fund 303 2018 Capital Improvement Fund .

**Attachments:** Amended Capital Projects

**Staff Recommendation:** Approval of item.

City of Shawnee

FY 2026-2030 Capital Improvement Plan

Project Title	Expo Electrical/Mechanical Equipment Upgrades & Replacement	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-05	
<p><b>Project Description</b>                  Upgrades to heaters and lighting on Fred Humphrey Pavilion and Otto Krausee buildings.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	150,000	0	0	0	0	0
Facilities	0	0	0	0		0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	\$150,000	\$0	\$0	\$0	\$	\$0

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo Fleet Acquisition - 3/4 Ton	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	27-1210-03	
<p><u>Project Description</u>  Purchase a new three-quarter (3/4) ton diesel truck to support the Heart of Oklahoma EXPO operations.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	66,190	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0		0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$66,190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo IT Equipment & Upgrades	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-01	
Project Description Upgrades to WIFI Equipment for EXPO.		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	90,000	0	0	0	0
Facilities	0	0	0	0		0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	\$0	\$90,000	\$0	\$0	\$	\$0

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo Overhead Replacement	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-03	
<p>Project Description</p> <p>Replace overhead doors at EXPO.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	75,000	75,000	25,000	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

City of Shawnee

FY 2026-2030 Capital Improvement Plan

Project Title	Expo Pylon Sign Repair or Replacement	
Category	Public Facilities	
Department	1210 - EXPO CENTER	Pending Project
Ward	Ward 6	
ID	26-1210-04	
Project Description	Repair or replace broken sign.	



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	35,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo Water Truck	
Category	Public Facilities	
Department	1120 - RECREATION	Pending Project
Ward	Ward 6	
ID	26-1210-02	
<p>Project Description</p> <p>Purchase a Water Truck for dust control at the Expo.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	66,400	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$66,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Expo WW Gates & Panels	
Category	Public Facilities	
Department	1120 - RECREATION	Pending Project
Ward	Ward 6	
ID	27-1210-02	
<p><u>Project Description</u>          Replacement of gates and panels for equestrian and livestock events.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$10,000	\$50,000	\$50,000	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$10,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Fire Station 1 Renovation	
Category	Public Safety	
Department	0720 - FIRE SUPPRESSION	Pending Project
Ward	Ward 3	
ID	26-0720-01	
<p><u>Project Description</u>                  New flooring, millwork, paint, fixtures &amp; furniture.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	350,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Streets Fleet Replacement - Tandem	
Category	Streets/Traffic	
Department	0920 - STREETS	Approved Project
Ward	Not Applicable	
ID	24-0920-27	
<p>Project Description</p> <p>Replace Unit 1591, a 2002 tandem.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	228,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$228,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Shawnee**  
**FY 2026-2030 Capital Improvement Plan**

Project Title	Traffic Fleet Replacement - Bucket Truck	
Category	Streets/Traffic	
Department	0930 - TRAFFIC CONTROL	Approved Project
Ward	Not Applicable	
ID	24-0930-05	
<p>Project Description</p> <p>Replace 2006 bucket truck.</p>		



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY31-35
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	179,941	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
<b>Total</b>	<b>\$179,941</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Kimberly Hoover, Finance Director  
**Subject:** Consideration of the following Budget Amendments regarding the City of Shawnee's Capital Improvement Plan (CIP) for Fiscal Years 2026 - 2030.

**Background:** A total budget amendment in the amount of \$57,941.00 should be considered.

**Fund 301 - Capital Improvement Fund**- The City of Shawnee Streets Department was approved in the CIP to purchase a new Tandem in June 2025. Due to the increase in costs, City Staff is requesting an increase for the new Tandem. The amount of the appropriation is as follows:

- \$28,000.00 - Capital Improvement Fund - Equipment

**Fund 301 - Capital Improvement Fund**- The City of Shawnee Traffic Department was approved in the CIP to purchase a new Bucket Truck in June 2025. Due to the increase in costs, City Staff is requesting an increase for the new Bucket Truck. The amount of the appropriation is as follows:

- \$29,941.00 - Capital Improvement Fund - Equipment

**Financial Impact:** See attached amendments.

**Attachments:**

**Staff Recommendation:** Approval of amendments.







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

**Date:** February 9, 2026  
**To:** Board of City Commissioners  
**From:** Kimberly Hoover, Finance Director  
**Subject:** Acknowledge Monthly Sales Tax Reports.

**Background:** The Monthly Sales Tax is normally received by or before the 10th of each month. Due to the meeting being rescheduled to February 9, 2026, the information was not available at the time the agenda was published. It is anticipated the figures will be received in time for the February 9, 2026 meeting, at which point a report will be provided.

**Financial Impact:** None

**Attachments:**

**Staff Recommendation:** None