

## BOARD OF CITY COMMISSIONERS PROCEEDINGS

MARCH 16, 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 Monday, March 16, 2026, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, March 12, 2026, at 3:32 PM. Mayor Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens

Mayor

Daniel Matthews

Commissioner Ward 1 - Vice Mayor

Greta Shuler

Commissioner Ward 2

Chris Odneal

Commissioner Ward 3

Ashley Fichtner

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: None

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Recognition of Grove School Lady Basketball ORES Division III Championship.

Mayor Stephens presented Certificates of Recognition to the Grove School Lady Basketball Team for the ORES Division III Championship.

2. 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, Mr. Bryan Dozier, Mr. Mike Affentranger, and Ms. Cyndi Berger spoke during Citizens Participation.

3. Consider approval of Consent Agenda:

a. Minutes from the February 9, 2026, rescheduled regular meeting and March 2, 2026, special call meeting.

b. Acknowledge the following minutes and reports:

- Planning Commission Minutes from the February 4, 2026, regular meeting.
- Shawnee Senior Citizens Advisory Board Minutes from the November 18, 2025, regular meeting.
- License Payment Report for February 2026.
- Project Payment Report for February 2026.

c. Budget amendments for Fiscal Year 2025 – 2026:

- Fund 102 — E-911 Fund — To increase revenue received from the State for E-911 funds.
- Fund 603 — Insurance Recovery — To appropriate monies received from OMAG for light pole damage to transfer to Repair & Maintenance—Other for the North Treatment Plant expenditures in FY26.

d. Lake Lease Transfer:

- Seck Tract Lot 8  
33600 S Post Office Neck  
From: Kenneth West (Deceased) & Lora Davis  
To: Richard & Brittney Taylor

e. Mayor Appointments:

- Shawnee Housing Authority  
Kevin Hall            2nd Full Term            Expires: February 1, 2029  
*Reappointment*
  
- Thomas Hibben            2nd Full Term            Expires: February 1, 2029  
*Reappointment*
  
- Shawnee Civic and Cultural Development Authority  
Lance Wortham            3rd Full Term            Expires: December 31, 2028  
*Reappointment*
  
- Tim Barrick            4th Full Term            Expires: December 31, 2029  
*Reappointment*

f. Approval of the FY-2025 Audit Engagement Letter with Arledge & Associates, P.C.

g. Acceptance of Oklahoma Baptist University infrastructure and placing the maintenance bonds into effect.

h. Approval of the purchase of a SCBA Cascade System using the State of

Oklahoma Contract SW241.

- i. Approval of the purchase and installation of a Fire Station Alerting System for Fire Station No. 1.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve Consent Agenda Item Nos. 3(a-i). Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

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

Animal Control Officer Stephen Rice introduced June, a dachshund and terrier mix.

5. Consideration of a resolution updating the City Fee Schedule by: (1) setting the water rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (a) and (b), Section 26-26, Article II, Chapter 26 of the City Code; and (2) setting the sanitary sewer rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (b) and (c), Section 26-27, Article II, Chapter 26 of the Code of the City of Shawnee.

Director of Utility Billing and Court Administration Kacie Eck stated that by resolution, the City conducts an annual review of its water and sewer rates and considers adjustments per the Consumer Price Index (CPI). Staff is recommending a Two Point Seven Percent (2.7%) increase to water and sewer rates, with an effective date of July 1, 2026.

A motion was made by Commissioner Sehorn, seconded by Vice Mayor Matthews, to approve a resolution updating the City Fee Schedule by: (1) setting the water rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (a) and (b), Section 26-26, Article II, Chapter 26 of the City Code; and (2) setting the sanitary sewer rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (b) and (c), Section 26-27, Article II, Chapter 26 of the Code of the City of Shawnee.

Resolution No. 6783 was introduced.

A RESOLUTION UPDATING THE CITY FEE SCHEDULE BY: (1) SETTING THE WATER RATES FOR RESIDENTIAL AND COMMERCIAL USE, BOTH INSIDE AND OUTSIDE THE CITY LIMITS, PURSUANT TO SUBSECTIONS (a) AND (b), SECTION 26-26, ARTICLE II, CHAPTER 26 OF THE CITY CODE; AND (2) SETTING THE SANITARY SEWER RATES FOR RESIDENTIAL AND COMMERCIAL USE, BOTH INSIDE AND OUTSIDE THE CITY LIMITS, PURSUANT TO SUB-SECTIONS (b) AND (c), SECTION 26-27, ARTICLE II, CHAPTER 26 OF THE CODE OF THE CITY OF SHAWNEE.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

6. Consideration of a resolution updating the City Fee Schedule by setting the monthly rates and fees for solid waste services pursuant to Subsections (a), Section 23-38, Article II, Chapter 23 of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.

Director of Utility Billing and Court Administration Kacie Eck stated that the Memorandum entered into between the City and Central Disposal on May 18, 2020, provides that the Contract Rate shall increase, yearly, in accordance with the Consumer Price Index (CPI), not to exceed Three Point Five Percent (3.5%). Staff recommends approval of a Three Point Five Percent (3.5%) increase of the sanitation rates with an effective date of July 1, 2026.

A motion was made by Mayor Stephens, seconded by Vice Mayor Matthews, to approve a resolution updating the City Fee Schedule by setting the monthly rates and fees for solid waste services pursuant to Subsections (a), Section 23-38, Article II, Chapter 23 of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.

Resolution No. 6784 was introduced.

A RESOLUTION UPDATING THE CITY FEE SCHEDULE BY SETTING THE MONTHLY RATES AND FEES FOR SOLID WASTE SERVICES PURSUANT TO SUBSECTIONS (a), SECTION 23-38, ARTICLE II, CHAPTER 23 OF THE CITY CODE; AND PROVIDING FOR THE RE-ADOPTION OF THE CITY

FEE SCHEDULE IN WHOLE.

Motion carried 6-1-0.

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

NAY: Fichtner

ABSTAIN: None

7. Consideration of a resolution declaring certain items of personal property surplus and no longer needed for city purposes; describing said items; and authorizing the sale of said items to the Allen Fire Department.

Fire Chief James Kriwanek stated that the Shawnee Fire Department has a 2008 SCBA cascade system that is no longer needed for operations and Staff recommends that it be declared surplus.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve a resolution declaring certain items of personal property surplus and no longer needed for city purposes; describing said items; and authorizing the sale of said items to the Allen Fire Department.

Resolution No. 6785 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SELL OF SAID ITEMS TO THE ALLEN FIRE DEPARTMENT.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

8. Consideration of a resolution renewing Ordinance Number 1396NS the "Nine-One-One Emergency Number Ordinance" for the period of April 6, 2026 to April 5, 2029.

Finance Director Kimberly Hoover provided a Staff report.

A motion was made by Commissioner Sehorn, seconded by Commissioner Fichtner, to approve a resolution renewing Ordinance Number 1396NS the "Nine-

One-One Emergency Number Ordinance" for the period of April 6, 2026 to April 5, 2029.

Resolution No. 6786 was introduced.

A RESOLUTION RENEWING ORDINANCE NUMBER 1396NS THE "NINE-ONE-ONE EMERGENCY NUMBER ORDINANCE" FOR THE PERIOD OF APRIL 6, 2026 TO APRIL 5, 2029.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

9. Consideration of a resolution setting the 9-1-1 Emergency Telephone Tax Rate.

Finance Director Kimberly Hoover provided a Staff report.

A motion was made by Commissioner Fichtner, seconded by Vice Mayor Matthews, to approve a resolution setting the 9-1-1 Emergency Telephone Tax Rate.

Resolution No. 6787 was introduced.

A RESOLUTION SETTING THE NINE-ONE-ONE EMERGENCY TAX RATE.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

10. Consideration of acceptance of the Shawnee Safe Streets for All Action Plan.

Community Development Director Petya Stefanoff stated that the proposed Action Plan provides a framework for coordinating efforts among City departments, regional partners, and community stakeholders to align investments and decision-making around a shared goal: reducing fatal and serious-injury crashes on Shawnee streets, increasing the walk score, and supporting multi-modal transportation options.

A motion was made by Commissioner Fichtner, seconded by Commissioner Richter, to approve acceptance of the Shawnee Safe Streets for All Action Plan. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

11. Consideration of a resolution for Shawnee Safe Streets for All Vision Zero.

A motion was made by Commissioner Fichtner, seconded by Commissioner Richter, to approve a resolution for Shawnee Safe Streets for All Vision Zero.

Resolution No. 6788 was introduced.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SHAWNEE  
ADOPTING A ZERO ROADWAY FATALITIES POLICY.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

12. Public hearing for an amendment to the Shawnee Unified Development Code,  
Section 22-216 exempting Real Estate Signs from the Sign regulations.  
Case No. UDC01-26 | Applicant: City of Shawnee

Community Development Director Petya Stefanoff stated Staff is requesting an amendment to the Shawnee Unified Development Code (UDC), Section 22-216, regarding temporary signs.

Mayor Stephens declared a public hearing in session to consider an amendment to the Shawnee Unified Development Code, Section 22-216 exempting Real Estate Signs from the Sign regulations. Mr. Steve Reese spoke in favor of the amendment. No one spoke against the amendment. The public hearing was closed.

13. Consideration of an ordinance amending the Shawnee Unified Development  
Code, Section 22-216 exempting Real Estate Signs from the Sign regulations.  
Case No. UDC01-26 | Applicant: City of Shawnee

A motion was made by Vice Mayor Matthews, seconded by Commissioner

Shuler, to approve an ordinance amending the Shawnee Unified Development Code, Section 22-216 exempting Real Estate Signs from the Sign regulations.

Ordinance No. 2824NS was introduced.

AN ORDINANCE AMENDING THE SHAWNEE UNIFIED DEVELOPMENT CODE BY AMENDING CHAPTER 22 “PLANNING AND DEVELOPMENT,” ARTICLE VII “UNIFIED DEVELOPMENT CODE,” DIVISION 4 “DEVELOPMENT STANDARDS,” SECTION 22-216 “SIGNS,” LETTER D “EXEMPT SIGNS.”

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

14. Public hearing for an amendment to the Shawnee Unified Development Code, Section 22-197 allowing for Single Family Uses in the R-3 (High Density Residential) zoning district, and correcting a scribner's error regarding the allowance of Triplexes in the R-1 (Low Density Residential) zoning district. Case No. UDC02-26 | Applicant: City of Shawnee

Community Development Director Petya Stefanoff stated Staff is requesting an amendment to the Shawnee Unified Development Code (UDC), Sec. 22-197, regarding the allowed uses in the R-1 and R-3 zoning districts.

Mayor Stephens declared a public hearing in session to consider an amendment to the Shawnee Unified Development Code, Section 22-197 allowing for Single Family Uses in the R-3 (High Density Residential) zoning district, and correcting a scribner's error regarding the allowance of Triplexes in the R-1 (Low Density Residential) zoning district. No one spoke for or against the amendment. The public hearing was closed.

15. Consideration of an ordinance amending the Shawnee Unified Development Code, Section 22-197 allowing for Single Family Uses in the R-3 (High Density Residential) zoning district, and correcting a scribner's error regarding the allowance of Triplexes in the R-1 (Low Density Residential) zoning district.

Case No. UDC02-26 | Applicant: City of Shawnee

A motion was made by Commissioner Odneal, seconded by Commissioner Fichtner, to approve an ordinance amending the Shawnee Unified Development Code, Section 22-197 allowing for Single Family Uses in the R-3 (High Density Residential) zoning district, and correcting a scribner's error regarding the allowance of Triplexes in the R-1 (Low Density Residential) zoning district.

Ordinance No. 2825NS was introduced.

AN ORDINANCE AMENDING THE SHAWNEE UNIFIED DEVELOPMENT CODE BY AMENDING CHAPTER 22 “PLANNING AND DEVELOPMENT,” ARTICLE VII “UNIFIED DEVELOPMENT CODE,” DIVISION 3 “USES,” SECTION 22-197 “USE TABLE,” TO ALLOW SINGLE FAMILY USES IN THE R-3 (HIGH DENSITY RESIDENTIAL) ZONING DISTRICT, AND CORRECTING A SCRIBNER’S ERROR REGARDING THE ALLOWANCE OF TRIPLEXES IN THE R-1 (LOW DENSITY RESIDENTIAL) ZONING DISTRICT.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

16. Public hearing for a request to rezone the property addressed as 4411 North Aydelotte Street from R-1 (Low Density Residential District) to C-1 (Local Commercial District).

Case No. RZ01-26 | Applicant: Dao & Cynthia Nguyen c/o Landes Engineering

Community Development Director Petya Stefanoff stated the applicant is requesting to rezone the property to build a parking lot. Planning Commission deferred the item to the April meeting. Staff recommends approval of the item.

Mayor Stephens declared a public hearing in session to consider a request to rezone the property addressed as 4411 North Aydelotte Street from R-1 (Low Density Residential District) to C-1 (Local Commercial District). No one spoke in favor of the item. Mr. Steve Reese, Mr. Rob Morris, and Ms. Cyndi Berger spoke against the item. The public hearing was closed.

17. Consideration of an ordinance to rezone the property addressed as 4411 North Aydelotte Street from R-1 (Low Density Residential District) to C-1 (Local

Commercial District).

Case No. RZ01-26 | Applicant: Dao & Cynthia Nguyen c/o Landes Engineering

Discussion was held between the Commission and Staff.

A motion was made by Commissioner Richter, seconded by Commissioner Sehorn, to approve an ordinance to rezone the property addressed as 4411 North Aydelotte Street from R-1 (Low Density Residential District) to C-1 (Local Commercial District).

Ordinance No. 2826NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND LOCATED IN BLOCK ONE (1) LOT ONE (1), BISON ADDITION TO THE CITY OF SHAWNEE ALSO BEING A PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION ONE (1), TOWNSHIP TEN NORTH (T-10-N), RANGE THREE EAST (R-3-E) OF THE INDIAN MERIDIAN (I.M.), BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF LOT 1 BLOCK 1 BISON ADDITION; THENCE S00°43'57"E ALONG THE WEST LINE OF SAID LOT 1 A DISTANCE OF 12.00 FEET TO THE POINT OF BEGINNING; THENCE N89°24'00"E A DISTANCE OF 72.84 FEET; THENCE S00°43'57"E A DISTANCE OF 5.00 FEET; THENCE N89 °24'00"E A DISTANCE OF 62.16 FEET TO A POINT ON THE EAST LINE OF SAID LOT 1; THENCE S00° 43'57"E ALONG SAID EAST LINE A DISTANCE OF 65.19 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 1; THENCE S89° 24'00"W ALONG SAID SOUTH LINE A DISTANCE OF 135.00 FEET TO A POINT ON THE WEST LINE OF SAID LOT 1; THENCE N00° 43'57"W ALONG SAID WEST LINE A DISTANCE OF 70.19 FEET TO THE POINT OF BEGINNING. CONTAINING 0.21 ACRES OR 9,165 SQUARE FEET MORE OR LESS, FROM ZONING CLASSIFICATION R-1 (LOW DENSITY RESIDENTIAL) TO C-1 (LOCAL COMMERCIAL DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-1-0.

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

NAY: Fichtner

ABSTAIN: None

18. Public hearing for a request to rezone the property addressed as 541 West Poplar Street from R-1 (Low Density Residential District) to MU (Mixed Use District).

Case No. RZ02-26 | Applicant: Joseph Marshall

Community Development Director Petya Stefanoff stated that the applicant is requesting the rezoning to bring the property into compliance with current zoning code and allow for Mixed Uses at the address.

Mayor Stephens declared a public hearing in session to consider a request to rezone the property addressed as 541 West Poplar Street from R-1 (Low Density Residential District) to MU (Mixed Use District). Mr. Joseph Marshall spoke in favor of the item. No one spoke against the item. The public hearing was closed.

19. Consideration of an ordinance to rezone the property addressed as 541 West Poplar Street from R-1 (Low Density Residential District) to MU (Mixed Use District).

Case No. RZ02-26 | Applicant: Joseph Marshall

A motion was made by Commissioner Sehorn, seconded by Commissioner Richter, to approve an ordinance to rezone the property addressed as 541 West Poplar Street from R-1 (Low Density Residential District) to MU (Mixed Use District).

Ordinance No. 2827NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: THE NORTH FIFTY (50) FEET OF LOTS TWENTY-ONE (21), AND TWENTY-TWO (22), AND ALL OF LOT TWENTY-FIVE (25), LESS THE EAST 7 FEET THEREOF IN BLOCK TEN (10), REASOR PARK ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF FROM ZONING CLASSIFICATION R1 (LOW DENSITY RESIDENTIAL) TO MU (MIXED USE DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE

ACCORDINGLY.

Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

20. Acknowledge Monthly Sales Tax Report.

Finance Director Kimberly Hoover reported sales tax collections are down Eighty-Five Thousand One Hundred Sixty-Seven Dollars (\$85,167.00) or Three Point Six Eight Percent (3.68%), below the projected budget year-to-date. She stated that use tax collections are down Forty-Nine Thousand Four Hundred Fifty-Nine Dollars (\$49,459.00) or Fourteen Point Seven Four Percent (14.74%), below the projected budget year-to-date.

21. 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.

22. Commissioners Comments

The Commission congratulated the Grove Lady's Basketball Team on their Championship and REACT on its anniversary.

Vice Mayor Matthews commented on the water/sewer/sanitation rates and sales tax.

Commissioner Odneal commented on the Safe Streets for All Action Plan (SS4A).

Mayor Stephens commented on the water/sewer/sanitation rates and rezoning items.

Commissioner Fichtner commented on \$13.5M check for Shawnee Regional Airport, and the water/sewer/sanitation rates.

Commissioner Sehorn commented on sales tax.

Commissioner Richter commented on the 45th Street widening project.

23. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:15 p.m.)

*Eric D Stephens*

ERIC STEPHENS, MAYOR

ATTEST:

*Lisa Lasyone*

LISA LASYONE, MMC  
CITY CLERK